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## 9. Reference Utility

The Reference Utility application allows the user to manage information in the reference database.

### 9.1 Reference Utility Window

The Reference Utility window allows the user to select function with which to manage information in the reference database.

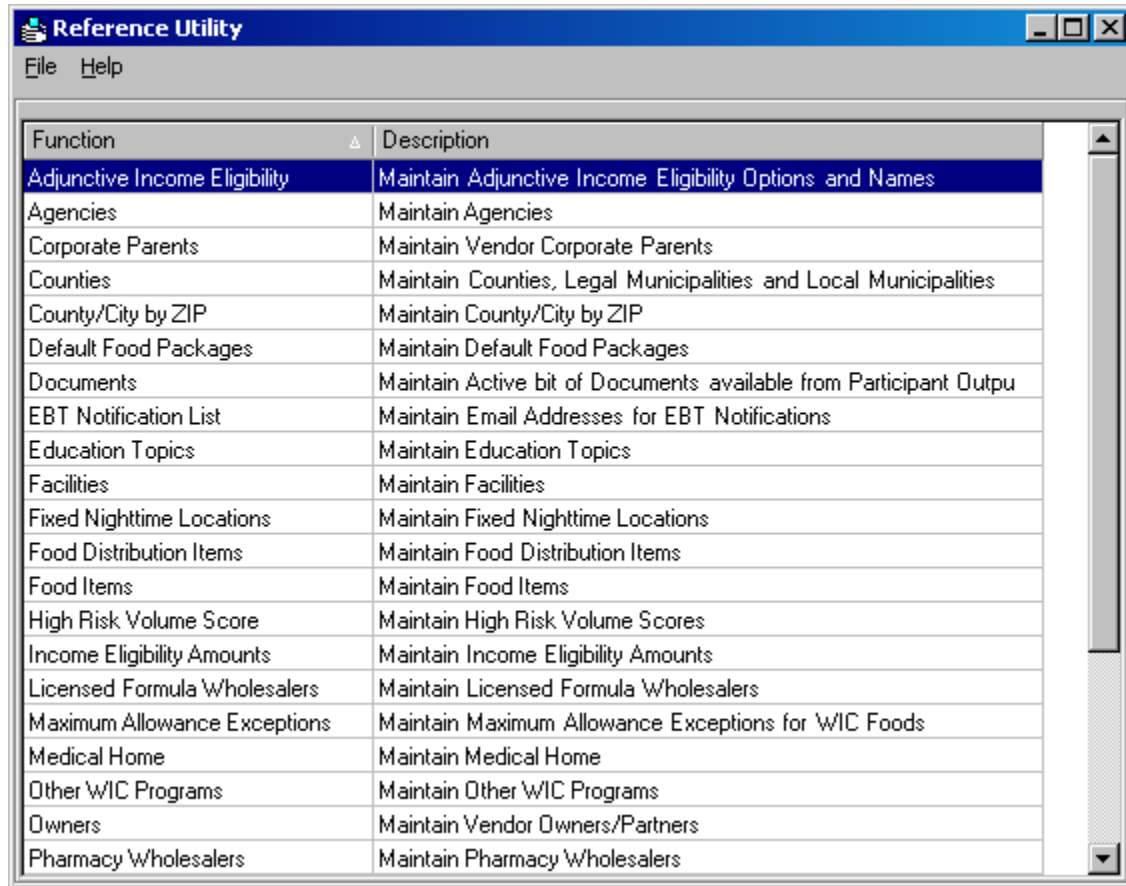


Figure 1 – Reference Utility Window

#### 9.1.1 Menu Bar

The menu bar displays the menus for the Reference Utility dialog. It is enabled when the Reference Utility dialog is active.

##### 9.1.1.1 File Menu

The menu contains menu items that allow the user to open and close reference database files. It is enabled when the system menu bar is active. The mnemonic for the button is "F".

#### 9.1.1.1.1 Exit Menu Item

The menu item closes the reference database program. It is enabled when the File menu is active. The mnemonic for the button is "X".

##### *9.1.1.1.1.1 Processing*

Upon selection of this menu item, the Reference Utility application closes.

#### 9.1.1.2 Help Menu

The menu contains menu items that allow the user to view help information. It is enabled when the system menu is enabled. The mnemonic for the button is "H".

##### 9.1.1.2.1 About Reference Utility Menu Item

The menu item displays the "About" box for the application. It is enabled when the system menu is enabled. The mnemonic for the button is "A". The About Dialog provides copyright and version information for the Reference Utility program.

##### *9.1.1.2.1.1 Processing*

Upon selection of this menu item, the system invokes the program's "About" dialog which provides copyright and version information for the Reference Utility program.

### 9.1.2 Controls

This section describes the behavior of the controls on the Reference Utility window.

#### 9.1.2.1 Function List

The control displays the list of available functions. The function list is enabled when the window is active. The name of each enabled function displays in the Function column. A description for each function displays in the Description column. The functions are sorted ascending in alphabetical order. The first function in the list is initially selected.

##### 9.1.2.1.1 Adjunctive Income Eligibility List Item

Upon selection of the Adjunctive Income Eligibility list item, the system invokes the Adjunctive Income Eligibility Maintenance dialog defined in this document. It is enabled when the window is active.

##### 9.1.2.1.2 Agencies List Item

Upon selection of the Agencies list item, the system invokes the Agencies dialog defined in this document. It is enabled when the window is active.

#### **9.1.2.1.3 Breastfeeding Peer Counselor Contact Discussion Topics List Item (Available by State Business Rule)**

Upon selection of the Breastfeeding Peer Counselor Contact Discussion Topics list item, the system invokes the Breastfeeding Peer Counselor Contact Discussion Topics dialog defined in this document. It is visible and enabled when the window is active and the state business rule TBD = "Y".

#### **9.1.2.1.4 Breastfeeding Peer Counselor Contact Types List Item**

Upon selection of the Breastfeeding Peer Counselor Contact Types list item, the system invokes the Breastfeeding Peer Counselor Contact Types dialog defined in this document. It is enabled when the window is active.

#### **9.1.2.1.5 Breastfeeding Peer Counselor Referral Reasons List Item**

Upon selection of the Breastfeeding Peer Counselor Referral Reasons list item, the system invokes the Breastfeeding Peer Counselor Referral Reasons dialog defined in this document. It is enabled when the window is active.

#### **9.1.2.1.6 Complaint Types List Item (Available by State Business Rule)**

Upon selection of the Complaint Types list item, the system invokes the Complaint Types dialog defined in this document. It is visible and enabled when the window is active and the state business rule TBD = "Y".

#### **9.1.2.1.7 Consigned Breastpump Dispositions List Item (Available by State Business Rule)**

Upon selection of the Consigned Breastpump Dispositions list item, the system invokes the Consigned Breastpump Dispositions dialog defined in this document. It is visible and enabled when the window is active and the state business rule TBD = "Y".

#### **9.1.2.1.8 Counties List Item**

Upon selection of the Counties list item, the system invokes the Counties dialog defined in this document. It is enabled when the window is active.

#### **9.1.2.1.9 County/City by ZIP List Item (Available by State Business Rule)**

Upon selection of the County/City by ZIP list item, the system invokes the Maintain County/City by ZIP dialog defined in this document. It is visible and enabled when the window is active and the state business rule TBD = "Y".

#### 9.1.2.1.10 Default Food Packages List Item

Upon selection of the Default Food Packages list item, the system invokes the Default Food Packages dialog defined in this document. It is enabled when the window is active.

#### 9.1.2.1.11 EBT Notification List List Item

Upon selection of the EBT Notification List list item, the system invokes the EBT Notification dialog defined in this document. It is visible and enabled when the window is active.

#### 9.1.2.1.12 Education Methods List Item (Available by State Business Rule)

Upon selection of the Education Methods list item, the system invokes the Education Methods dialog defined in this document. It is visible and enabled when the window is active and the state business rule TBD = "Y".

#### 9.1.2.1.13 Education Topics List Item

Upon selection of the Education Topics list item, the system invokes the Education Topics dialog defined in this document. It is enabled when the window is active.

#### 9.1.2.1.14 Education Types List Item

Upon selection of the Education Types list item, the system invokes the Education Types dialog defined in this document. The list item is visible and enabled when the window is active.

#### 9.1.2.1.15 Facilities List Item

Upon selection of the Facilities list item, the system invokes the Facilities dialog defined in this document. It is enabled when the window is active.

#### 9.1.2.1.16 Fixed Nighttime Location List Item (Available by State Business Rule)

Upon selection of the Fixed Nighttime Location list item, the system invokes the Fixed Nighttime Location dialog defined in this document. It is visible and enabled when the window is active and the state business rule TBD = "Y".

#### 9.1.2.1.17 Food Distribution Items List Item

Upon selection of the Food Distribution Items list item, the system invokes the Food Distribution Items List dialog defined in this document. It is enabled when the window is active.

#### 9.1.2.1.18 Food Items List Item

Upon selection of the Food Items list item, the system invokes the Food Items dialog defined in this document. It is enabled when the window is active.

#### 9.1.2.1.19 Food Prescription Age Category List Item (Available by State Business Rule)

Upon selection of the Food Prescription Age Category list item, the system invokes the Maintain Food Prescription Age Category dialog defined in this document. It is visible and enabled when the window is active and the state business rule TBD = "Y".

#### 9.1.2.1.20 Grantees List Item (Available by State Business Rule)

Upon selection of the Grantees list item, the system invokes the Grantees dialog defined in this document. It is visible and enabled when the Reference Utility window is active and the state business rule [IncludeGrantees](#) = "Y".

#### 9.1.2.1.21 Income Eligibility Amounts List Item

Upon selection of the Income Eligibility Amounts list item, the system invokes the Income Eligibility Amounts dialog defined in this document. It is enabled when the window is active.

#### 9.1.2.1.22 Individual Contact Types List Item (Available by State Business Rule)

Upon selection of the Individual Contact Types list item, the system invokes the Individual Contact Types dialog defined in this document. It is visible and enabled when the window is active and the state business rule TBD = "Y".

#### 9.1.2.1.23 Licensed Formula Wholesalers List Item (Available by State Business Rule)

Upon selection of the Licensed Formula Wholesalers list item, the system invokes the Maintain Licensed Formula Wholesalers dialog defined in this document. It is visible and enabled when the window is active and the state business rule FormulaWholesalerEnabled = "Y".

#### 9.1.2.1.24 Materials Given List Item (Available by State Business Rule)

Upon selection of the Materials Given list item, the system invokes the Maintain Materials Given dialog defined in this document. It is visible and enabled when the window is active and the state business rule [CollectMaterialGiven](#) = "Y".

#### 9.1.2.1.25 Maximum Allowance Exceptions List Item (Available by State Business Rule)

Upon selection of the Maximum Allowance Exceptions list item, the system invokes the Maximum Monthly Allowance Exceptions dialog defined in this document. It is visible and enabled when the window is active and the state business rule TBD = "Y".

#### 9.1.2.1.26 Medical Home List Item (Available by State Business Rule)

Upon selection of the Medical Home list item, the system invokes the Medical Home dialog defined in this document. It is visible and enabled when the window is active and the state business rule TBD = "Y".

#### 9.1.2.1.27 Milk Wholesalers List Item (Available by State Business Rule)

Upon selection of the Milk Wholesalers list item, the system invokes the Maintain Milk Wholesalers dialog defined in this document. It is visible and enabled when the window is active and the state business rule [PHARMACYWHOLESALE](#) = "N".

#### 9.1.2.1.28 Owners List Item

Upon selection of the Owners list item, the system invokes the Maintain Owners dialog defined in this document. It is enabled when the window is active.

#### 9.1.2.1.29 Other WIC Programs List Item (Available by State Business Rule)

Upon selection of the Other WIC Programs list item, the system invokes the Other WIC Programs Dialog defined in this document. It is visible and enabled when the window is active and the state business rule TBD = "Y".

#### 9.1.2.1.30 Pharmacy Wholesalers List Item (Available by State Business Rule)

Upon selection of the Pharmacy Wholesalers list item, the system invokes the Maintain Pharmacy Wholesalers dialog defined in this document. It is visible and enabled when the window is active and the state business rule [PHARMACYWHOLESALE](#) = "Y".

#### 9.1.2.1.31 Primary Grocery Wholesalers List Item (Available by State Business Rule)

Upon selection of the Primary Grocery Wholesalers list item, the system invokes the Maintain Primary Grocery Wholesalers dialog defined in this document. It is visible and enabled when the window is active and the state business rule TBD = "Y".



#### 9.1.2.1.32 Reference Dictionary List Item

Upon selection of the Reference Dictionary list item, the system invokes the Reference Dictionary dialog defined in this document. It is enabled when the window is active.

#### 9.1.2.1.33 Residency Proofs List Item (Available by State Business Rule)

Upon selection of the Residency Proofs list item, the system invokes the Residency Proofs dialog defined in this document. It is visible and enabled when the window is active and the state business rule TBD = "Y".

#### 9.1.2.1.34 Risk Factor Age Category List Item (Available by State Business Rule)

Upon selection of the Risk Factor Age Category list item, the system invokes the Maintain Risk Factor Age Category dialog defined in this document. It is visible and enabled when the window is active and the state business rule TBD = "Y".

#### 9.1.2.1.35 Risk Factors List Item

Upon selection of the Risk Factors list item, the system invokes the Risk Factors dialog defined in this document. It is enabled when the window is active.

#### 9.1.2.1.36 State Agency High Risk Criteria List Item (Available by State Business Rule)

Upon selection of the State Agency High Risk Criteria list item, the system invokes the Maintain State Agency High Risk Criteria dialog defined in this document. It is visible and enabled when the window is active and the state business rule TBD = "Y".

#### 9.1.2.1.37 State Questions List Item

Upon selection of the State Questions list item, the system invokes the State Use Questions/State Use Answers dialog defined in this document. It is enabled when the window is active.

#### 9.1.2.1.38 Store Types List Item

Upon selection of the Store Types list item, the system invokes the Store Types dialog defined in this document. The list item is enabled when the Reference Utility dialog is active.

#### 9.1.2.1.39 UPCs List Item (Available by State Business Rule)

Upon selection of the UPCs list item, the system invokes the UPC List dialog defined in this document. It is visible and enabled when the window is active and the state business rule TBD = "Y".

#### 9.1.2.1.40 Violations List Item (Available by State Business Rule)

Upon selection of the Violations list item, the system invokes the Violations dialog defined in this document. It is visible and enabled when the window is active and the state business rule TBD = "Y".

## 9.2 Counties Dialog

The Counties dialog allows the user to display and edit the information for counties, legal municipalities, and local municipalities. It is invoked in response to the following user actions:

- Selection of the Counties list item in the Reference Utility window defined in this document.

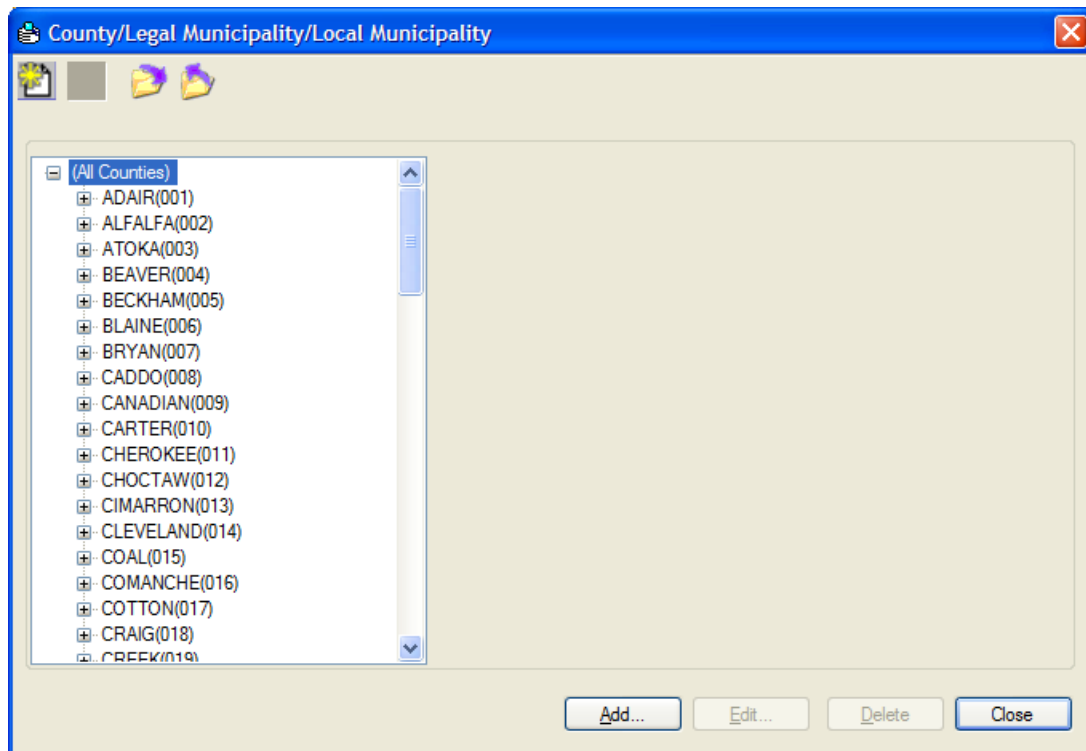


Figure 2 – Counties Dialog

## 9.2.1 Counties Toolbar

This section describes the behavior of the toolbar buttons on the County dialog.



Figure 3 – Counties Toolbar

### 9.2.1.1 Add Toolbar Button

The control allows the user to add a county, legal municipality or local municipality to the Reference Database. The type of record added is determined by the type of node selected in the Counties tree view.

Tree View Node	Record
(All Counties)	County
County	Legal Municipality
Legal Municipality	Local Municipality

The toolbar button is enabled when an "(All Counties)", County, or Legal Municipality tree view node is selected. The tooltip text is "Add Record".



Figure 4 – Add Toolbar Button

### 9.2.1.2 Delete Toolbar Button

The control allows the user to delete the record for a county, legal municipality, or local municipality node selected in the Counties tree view. The toolbar button is enabled when a County, Legal Municipality, or Local Municipality tree view node is selected. The tooltip text is "Delete Record".



Figure 5 – Delete Toolbar Button

### 9.2.1.3 Expand All Toolbar Button

The control allows the user to expand all nodes displayed in the Counties tree view. It is enabled when the dialog is active. The tooltip text is "Expand All".



Figure 6 – Expand All Toolbar Button

#### 9.2.1.4 Collapse All Toolbar Button

The control allows the user to collapse all the nodes displayed in the Counties tree view except the "(All Counties)" node, which is always expanded. It is enabled when the dialog is active. The tooltip text is "Collapse All"



Figure 7 – Collapse All Toolbar Button

### 9.2.2 Controls

This section describes the behavior of the controls on the County dialog.

#### 9.2.2.1 Counties Tree View

The control allows the user to view all counties, legal municipalities, and local municipalities. It is enabled when the dialog is active. It has the following hierarchical structure of nodes:

```
(All Counties) Root Node
|
|_County Node
|
|_Legal Municipality Node
| |
| |_Local Municipality Node
| |_Local Municipality Node
|
|_Legal Municipality Node
|
|_Local Municipality Node
|_Local Municipality Node
```

The data values on the tree view are read-only. The tree view is single select.

##### 9.2.2.1.1 All Counties Root Node

The All Counties node of the Counties tree view allows the user to view all counties. The node displays the text "(All Counties)".

#### 9.2.2.1.2 County Node

A County node of the Counties tree view allows the user to view a county in the reference database. Each node displays text in the following format:

"{County Name} ({CountyCD})"

The nodes are sorted in ascending order by County CD.

#### 9.2.2.1.3 Legal Municipality Node

A Legal Municipality node of the Counties tree view allows the user to view a legal municipality associated with a county. Each node displays text in the following format:

"{Legal Municipality Name} ({Legal Municipality ID})"

The nodes are sorted in ascending order by Legal Municipality ID under their associated county.

#### 9.2.2.1.4 Local Municipality Node

A Local Municipality node of the Counties tree view allows the user to view a local municipality associated with a legal municipality. Each node displays text in the following format:

"{Local Municipality Name} ({Local Municipality ID})"

The nodes are sorted in ascending order by Local Municipality ID under their associated legal municipality.

### 9.2.2.2 County Detail View

The County detail view is displayed when a County tree view node is selected.

#### 9.2.2.2.1 County CD Text Label and Value

The text and value labels allow the user to view the ID of the county associated with the selected tree view node. The value label displays the Health County ID in the inverse color of the form.

#### 9.2.2.2.2 Name Text Label and Value

The text and value labels allow the user to view the name of the county associated with the selected tree view node. The value label displays the name in the inverse color of the form.

#### 9.2.2.2.3 FIPS Code Text Label and Value

The text and value labels allow the user to view the FIPS code of the county associated with the selected tree view node. The value label displays the FIPS code in the inverse color of the form.

### ***9.2.2.3 Legal Municipality Detail View***

The Legal Municipality detail view is displayed when a Legal Municipality tree view node is selected.

#### **9.2.2.3.1 Legal Municipality ID Text Label and Value**

The text and value labels allow the user to view the ID of the legal municipality associated with the selected tree view node. The value label displays the Legal Municipality ID in the inverse color of the form.

#### **9.2.2.3.2 Health County ID Text Label and Value**

The text and value labels allow the user to view the name and ID of the parent county for the legal municipality associated with the selected tree view node. The value label displays {County Name} ({Heath County ID}) in the inverse color of the form.

#### **9.2.2.3.3 Name Text Label and Value**

The text and value labels allow the user to view the name of the legal municipality associated with the selected tree view node. The value label displays the name in the inverse color of the form.

#### **9.2.2.3.4 Municipality FIPS Code Text Label and Value**

The text and value labels allow the user to view the FIPS code of the legal municipality associated with the selected tree view node. The value label displays the FIPS code in the inverse color of the form.

#### **9.2.2.3.5 Altitude ID Text Label and Value**

The text and value labels allow the user to view the altitude ID of the legal municipality associated with the selected tree view node. The altitude ID identifies the elevation or altitude of the location and is used for anemia cutoff. The value label displays the Altitude ID in the inverse color of the form.

### ***9.2.2.4 Local Municipality Detail View***

The Local Municipality detail view is displayed when a Local Municipality tree view node is selected.

#### **9.2.2.4.1 Local Municipality ID Text Label and Value**

The text and value labels allow the user to view the ID of the local municipality associated with the selected tree view node. The value label displays the local municipality ID in the inverse color of the form.

#### 9.2.2.4.2 Legal Municipality ID Text Label and Value

The text and value labels allow the user to view the ID of the parent legal municipality for the local municipality associated with the selected tree view node. The value label displays the legal municipality ID in the inverse color of the form.

#### 9.2.2.4.3 Health County ID Text Label and Value

The text and value labels allow the user to view the ID of the parent county for the local municipality associated with the selected tree view node. The value label displays {County Name} ({Heath County ID}) in the inverse color of the form.

#### 9.2.2.4.4 Name Text Label and Value

The text and value labels allow the user to view the name of the local municipality associated with the selected tree view node. The value label displays the name in the inverse color of the form.

#### 9.2.2.5 Add Button

The control allows the user to add a new county, legal municipality or local municipality record to the database. The type of record to be added is determined by the type of tree view node selected:

Tree View Node	Record
"All Counties"	County
County	Legal Municipality
Legal Municipality	Local Municipality

It is enabled when an "(All Counties)", County or Legal Municipality tree view node is selected. The mnemonic for the button is "A".

#### 9.2.2.6 Edit Button

The control allows the user to edit a county, legal municipality or local municipality record. The type of record to be edited is determined by the type of node selected in the Counties tree view. It is enabled when a County, Legal Municipality, or Local Municipality node of the Counties tree view is selected. The mnemonic for the button is "E".

#### 9.2.2.7 Delete Button

The control allows the user to delete the record associated with the selected node in the Counties tree view control. It is enabled when a County, Legal Municipality, or Local Municipality node of the Counties tree view is selected. The mnemonic for the button is "D".



#### ***9.2.2.8 Close Button***

The Close button is enabled when the dialog is active. Characteristics for the Close button are defined in the [Consistencies](#) chapter.

### **9.2.3 Processing**

#### ***9.2.3.1 Add County***

Upon selection of the Add button or the Add toolbar button when the "(All Counties)" node of the Counties tree view is selected, the system creates a new (blank) County record and invokes the Update County dialog defined in this document.

#### ***9.2.3.2 Edit County***

Upon selection of the Edit button when a County node of the Counties tree view is selected, the system invokes the Update County dialog defined in this document.

#### ***9.2.3.3 Delete County***

Upon selection of the Delete button or the Delete toolbar button when a County node of the Counties tree view is selected, the system invokes a standard warning message with the text "Are you sure you want to delete {County Name} ({Health County ID})?" The options "Yes" and "No" are available. If the user selects "Yes", the system deletes the selected County record and all child legal and local municipality records. The content of the Counties tree view is refreshed. If the user selects "No", the system returns to the Counties dialog without deleting the selected County record.

If the selected record is in use, the system displays a standard error message with the text, "This record is referenced elsewhere and cannot be deleted." Clicking OK returns the user to the Counties dialog.

#### ***9.2.3.4 Add Legal Municipality***

Upon selection of the Add button or the Add toolbar button when a County node of the Counties tree view is selected, the system creates a new (blank) Legal Municipality record for the selected county, sets the Health County ID field to the ID of the selected county, and invokes the Update Legal Municipality dialog defined in this document.

#### ***9.2.3.5 Edit Legal Municipality***

Upon selection of the Edit button when a Legal Municipality node of the Counties tree view is selected, the system invokes the Update Legal Municipality dialog defined in this document.

#### ***9.2.3.6 Delete Legal Municipality***

Upon selection of the Delete button or the Delete toolbar button when a Legal Municipality node of the Counties tree view is selected, the system invokes a standard warning message with the text "Are you sure you want to delete {Legal Municipality Name} ({Legal Municipality ID})?" The options "Yes" and "No" are available. If the user selects "Yes", the system deletes the selected Legal Municipality record and all child local municipality records. The content of the Counties tree view is refreshed. If the user selects "No", the system returns to the Counties dialog without deleting the selected Legal Municipality.

If the selected record is in use, the system displays a standard error message with the text, "This record is referenced elsewhere and cannot be deleted." Clicking OK returns the user to the Counties dialog.

If the selected record is the only Legal Municipality record associated with the County record, deletion is not allowed. If an attempt is made to delete the last Legal Municipality record associated with a County, the system displays a standard error message with the text, "Record {Legal Municipality name/ID} cannot be deleted." Clicking OK returns the user to the Counties dialog.

#### ***9.2.3.7 Add Local Municipality***

Upon selection of the Add button or the Add toolbar button when a Legal Municipality node of the Counties tree view is selected, the system creates a new (blank) Local Municipality record for the selected legal municipality, sets the Health County ID and Legal Municipality ID fields to the ID of the selected legal municipality, and invokes the Update Local Municipality dialog defined in this document.

#### ***9.2.3.8 Edit Local Municipality***

Upon selection of the Edit button when a Local Municipality node of the Counties tree view is selected, the system invokes the Update Local Municipality dialog defined in this document.

#### ***9.2.3.9 Delete Local Municipality***

Upon selection of the Delete button or the Delete toolbar button when a Local Municipality node of the Counties tree view is selected, the system invokes a standard warning message with the text "Are you sure you want to delete {Local Municipality Name} ({Local Municipality ID})?" The options "Yes" and "No" are available. If the user selects "Yes", the system deletes the selected Local Municipality record. The content of the Counties tree view is refreshed. If the user selects "No", the system returns to the Counties dialog without deleting the selected Local Municipality.

If the selected record is in use, the system displays a standard error message with the text, "This record is referenced elsewhere and cannot be deleted." Clicking OK returns the user to the Counties dialog.

If the selected record is the only Local Municipality record associated with the Legal Municipality record, deletion is not allowed. If an attempt is made to delete the last Local Municipality record associated with a Legal Municipality, the system displays a standard error message with the text, "Record {Local Municipality name/ID} cannot be deleted." Clicking OK returns the user to the Counties dialog.

#### ***9.2.3.10 Close Button***

The Close button is enabled when the dialog is active. Characteristics for the Close button are defined in the [Consistencies](#) chapter.



### 9.3 Update County Dialog

The Update County dialog accepts the information for a County. It is invoked in response to the following user actions:

- Selection of the Add button when the "(All Counties)" node is selected in the Counties tree view on the Counties dialog, which is defined in this document.
- Selection of the Add toolbar button when the "(All Counties)" node is selected in the Counties tree view on the Counties dialog, which is defined in this document.
- Selection of the Edit button when a County node is selected in the Counties tree view on the Counties dialog, which is defined in this document.

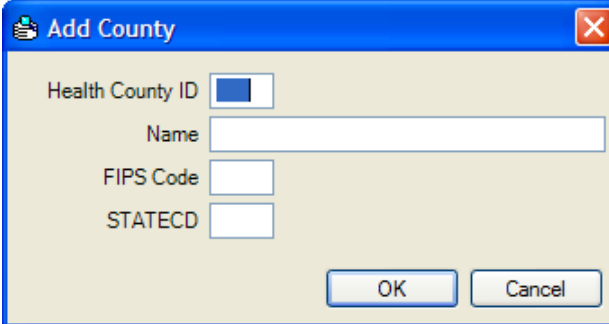
A screenshot of the "Add County" dialog box. It has a blue title bar with a document icon and a close button. The dialog contains four text input fields: "Health County ID" (with a dropdown arrow), "Name", "FIPS Code", and "STATECD". At the bottom right are "OK" and "Cancel" buttons.

Figure 8 – Add County Dialog

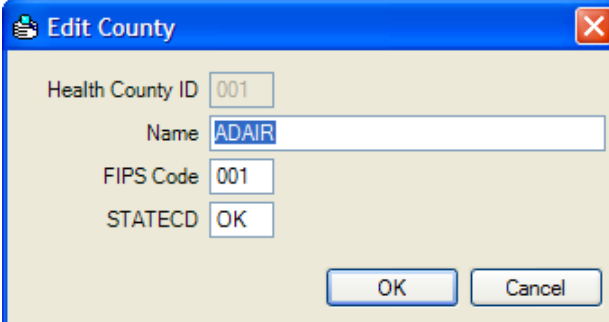
A screenshot of the "Edit County" dialog box. It has a blue title bar with a document icon and a close button. The dialog contains four text input fields: "Health County ID" (with the value "001"), "Name" (with the value "ADAIR"), "FIPS Code" (with the value "001"), and "STATECD" (with the value "OK"). At the bottom right are "OK" and "Cancel" buttons.

Figure 9 – Edit County Dialog

#### 9.3.1 Controls

This section describes the behavior of the controls on the Update County dialog.

#### ***9.3.1.1 Health County ID Text Box***

The control accepts the ID of the county. It is enabled when the dialog is in Add mode. It allows the entry of numeric characters. It allows a maximum length of three (3) character(s) for the value. If the dialog is in Add mode, the control is initially blank (cleared). If the dialog is in Edit mode, the control is initially populated with the value stored in the database.

If the value entered is less than the maximum length, it is formatted with leading zeros when saved to the database.

#### ***9.3.1.2 Name Text Box***

The control accepts the name of the county. It is enabled when the dialog is active. It allows the entry of alphabetic characters. It allows a maximum length of thirty (30) character(s) for the value. All characters are forced to upper case. If the dialog is in Add mode, the control is initially blank (cleared). If the dialog is in Edit mode, the control is initially populated with the value stored in the database.

#### ***9.3.1.3 FIPS Code Text Box***

The control accepts the FIPS Code of the county. It is enabled when the dialog is active. It allows the entry of numeric characters. It allows a maximum length of three (3) character(s) for the value. If the dialog is in Add mode, the control is initially blank (cleared). If the dialog is in Edit mode, the control is initially populated with the value stored in the database.

If the value entered is less than the maximum length, it is formatted with leading zeros when saved to the database.

#### ***9.3.1.4 OK Button***

The OK button is enabled when the dialog is active (See the Processing section below). Characteristics for the OK button are defined in the [Consistencies](#) chapter.

#### ***9.3.1.5 Cancel Button***

The Cancel button is enabled when the dialog is active. Characteristics for the Cancel button are defined in the [Consistencies](#) chapter.

### **9.3.2 Processing**

This section describes the processes (navigation) that take place as a result of actions taken on the Update County dialog.

#### ***9.3.2.1 Edit for Required Entry in Controls***

Upon selection of the OK button, the system checks that an entry is made in the following controls:

- Health County ID text box
- Name text box
- FIPS Code text box

If an entry is not made in an above-listed control, the system invokes a standard error message with the text "An entry is required for the {control label}".

#### *9.3.2.2 Edit for Legitimate Values in Controls*

All values entered on the dialog are considered legitimate.

#### *9.3.2.3 Perform Cross-Edits for Values Entered In Controls*

No controls on the dialog participate in cross-edits.

#### *9.3.2.4 Save Values*

Upon successful completion of the above-listed edits, the system saves the values on the dialog to the database. If the dialog is in Add mode, a record is added and the Counties tree view is updated to display it. If the dialog was in Edit mode, the selected record is updated and the Counties tree view is updated to display the changes.





## 9.4 Update Legal Municipality Dialog

The Update Legal Municipality dialog accepts the information for a Legal Municipality. It is invoked in response to the following user actions:

- Selection of the Add button when a County node is selected in the Counties tree view on the Counties dialog, which is defined in this document.
- Selection of the Add toolbar button when a County node is selected in the Counties tree view on the Counties dialog, which is defined in this document.
- Selection of the Edit button when a Legal Municipality node is selected in the Counties tree view on the Counties dialog, which is defined in this document.

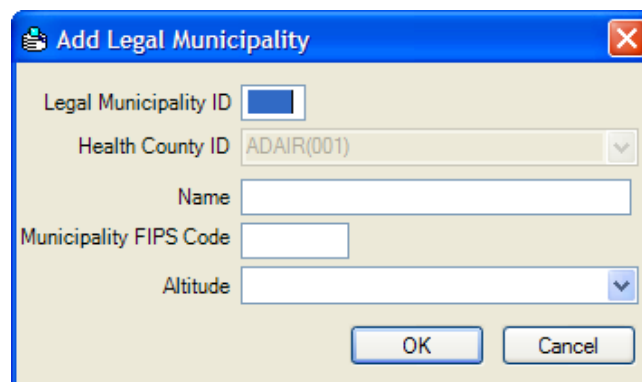
A screenshot of the 'Add Legal Municipality' dialog box. The dialog has a blue title bar with a document icon and a close button. The main area is light beige. It contains five input fields: 'Legal Municipality ID' (a small text box), 'Health County ID' (a dropdown menu showing 'ADAIR(001)'), 'Name' (a text box), 'Municipality FIPS Code' (a text box), and 'Altitude' (a dropdown menu). At the bottom right are 'OK' and 'Cancel' buttons.

Figure 10 – Add Legal Municipality Dialog

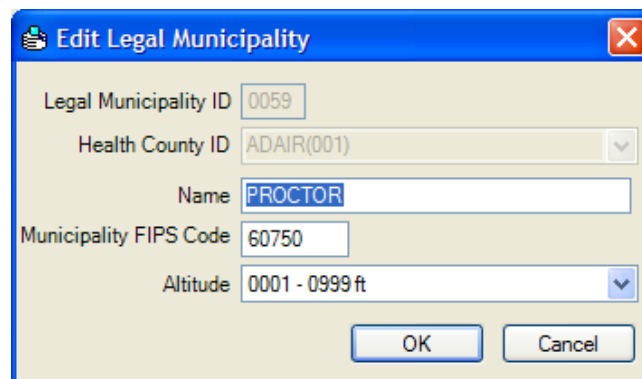
A screenshot of the 'Edit Legal Municipality' dialog box. The dialog has a blue title bar with a document icon and a close button. The main area is light beige. It contains five input fields: 'Legal Municipality ID' (a text box with '0059'), 'Health County ID' (a dropdown menu showing 'ADAIR(001)'), 'Name' (a text box with 'PROCTOR'), 'Municipality FIPS Code' (a text box with '60750'), and 'Altitude' (a dropdown menu showing '0001 - 0999 ft'). At the bottom right are 'OK' and 'Cancel' buttons.

Figure 11 – Edit Legal Municipality Dialog

### 9.4.1 Controls

This section describes the behavior of the controls on the Update Legal Municipality dialog.

#### ***9.4.1.1 Legal Municipality ID Text Box***

The control accepts the ID of the Legal Municipality. It is enabled when the dialog is in Add mode. It allows the entry of numeric characters. It allows a maximum length of four (4) character(s) for the value. If the dialog is in Add mode, the control is initially blank (cleared). If the dialog is in Edit mode, the control is initially populated with the value stored in the database.

If the value entered is less than the maximum length, it is formatted with leading zeros when saved to the database.

#### ***9.4.1.2 Health County ID Drop-down List***

The control allows the user to view the ID of the parent County record of the Legal Municipality. The drop-down list is disabled. If the dialog is in Add mode, the control is initially populated with the Health County ID of the County record selected on the Counties dialog. If the dialog is in Edit mode, the control is initially populated with the value stored in the database.

#### ***9.4.1.3 Name Text Box***

The control accepts the name of the Legal Municipality. It is enabled when the dialog is active. It allows the entry of alphabetic characters. It allows a maximum length of thirty (30) character(s) for the value. All characters are forced to upper case. If the dialog is in Add mode, the control is initially blank (cleared). If the dialog is in Edit mode, the control is initially populated with the value stored in the database.

#### ***9.4.1.4 Municipality FIPS Code Text Box***

The control accepts the Municipality FIPS code of the Legal Municipality. It is enabled when the dialog is in Add mode. It allows the entry of numeric characters. It allows a maximum length of five (5) character(s) for the value. If the dialog is in Add mode, the control is initially blank (cleared). If the dialog is in Edit mode, the control is initially populated with the value stored in the database.

If the value entered is less than the maximum length, it is formatted with leading zeros when saved to the database.

#### ***9.4.1.5 Altitude Drop-down List***

The control allows the user to select the altitude range in which the Legal Municipality is located. It is enabled when the dialog is active. If the dialog is in Add mode, the control is initially blank (cleared). If the dialog is in Edit mode, the control is initially populated with the value stored in the database.

The altitude ID identifies the elevation or altitude of the Legal Municipality and is used for anemia cutoff.

#### ***9.4.1.6 OK Button***

The OK button is enabled when the dialog is active (See the Processing section below). Characteristics for the OK button are defined in the [Consistencies](#) chapter.

#### ***9.4.1.7 Cancel Button***

The Cancel button is enabled when the dialog is active. Characteristics for the Cancel button are defined in the [Consistencies](#) chapter.

### **9.4.2 Processing**

This section describes the processes (navigation) that take place as a result of actions taken on the Update Legal Municipality dialog.

#### ***9.4.2.1 Edit for Required Entry in Controls***

Upon selection of the OK button, the system checks that an entry is made in the following controls:

- Legal Municipality ID text box
- Name text box
- Municipality FIPS code text box
- Altitude ID drop-down list

If an entry is not made in an above-listed control, the system invokes a standard error message with the text "An entry is required for the {control label}".

#### ***9.4.2.2 Edit for Legitimate Values in Controls***

All values entered on the dialog are considered legitimate.

#### ***9.4.2.3 Perform Cross-Edits for Values Entered In Controls***

No controls on the dialog participate in cross-edits.

#### ***9.4.2.4 Save Values***

Upon successful completion of the above-listed edits, the system saves the values on the dialog to the database. If the dialog is in Add mode, a record is added and the Counties tree view is updated to display it. If the dialog was in Edit mode, the selected record is updated and the Counties tree view is updated to display the changes.



## 9.5 Update Local Municipality Dialog

The Update Local Municipality dialog accepts the information for a Local Municipality. It is invoked in response to the following user actions:

- Selection of the Add button on the Counties dialog defined in this document.
- Selection of the Add toolbar button on the Counties dialog defined in this document.
- Selection of the Edit button on the Counties dialog defined in this document.

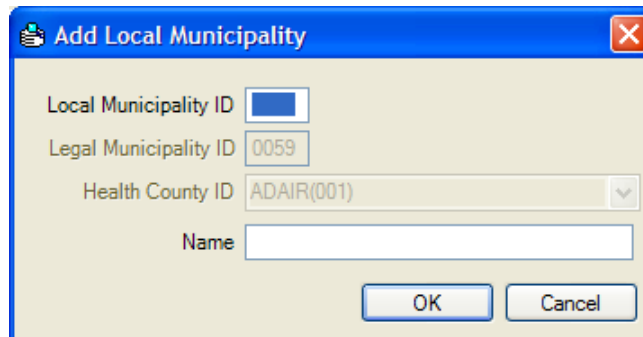
A screenshot of the 'Add Local Municipality' dialog box. It has a blue title bar with a red close button. The dialog contains four input fields: 'Local Municipality ID' (a masked edit box with a blue background), 'Legal Municipality ID' (a text box containing '0059'), 'Health County ID' (a dropdown menu showing 'ADAIR(001)'), and 'Name' (a text box). At the bottom right are 'OK' and 'Cancel' buttons.

Figure 12 – Add Local Municipality Dialog

A screenshot of the 'Edit Local Municipality' dialog box. It has a blue title bar with a red close button. The dialog contains four input fields: 'Local Municipality ID' (a text box containing '0059'), 'Legal Municipality ID' (a text box containing '0059'), 'Health County ID' (a dropdown menu showing 'ADAIR(001)'), and 'Name' (a text box containing 'PROCTOR'). At the bottom right are 'OK' and 'Cancel' buttons.

Figure 13 – Edit Local Municipality Dialog

### 9.5.1 Controls

This section describes the behavior of the controls on the Update Local Municipality dialog.

#### 9.5.1.1 Local Municipality ID Masked Edit Box

The control accepts the ID of the Local Municipality. It is enabled when the Update Local Municipality dialog is in Add mode. It allows the entry of numeric characters. The mask for the box is "#####". If the dialog is in Add mode, the control is initially blank (cleared). If the dialog is in Edit mode, the control is initially populated with the value stored in the database.

The value is formatted with leading zeros when saved to the database.

#### ***9.5.1.2 Legal Municipality ID Text Box***

The control accepts the ID of the parent Legal Municipality record. The text box is disabled. It allows a maximum length of four (4) character(s) for the value. If the dialog is in Add mode, it is populated with the Legal Municipality ID of the Legal Municipality selected on the Counties dialog. If the dialog is in Edit mode, the control is initially populated with the value stored in the database.

#### ***9.5.1.3 Health County ID Drop-down List***

The control allows the user to view the ID of the parent county for the Local Municipality. The drop-down list is disabled. If the dialog is in Add mode, it is set to the Health County ID of the selected Legal Municipality node on the Counties dialog. If the dialog is in Edit mode, the control is initially populated with the value stored in the database.

#### ***9.5.1.4 Name Text Box***

The control accepts the ID of the Local Municipality. It is enabled when the Update Local Municipality dialog is active. It allows a maximum length of thirty (30) character(s) for the value. If the dialog is in Add mode, the control is initially blank (cleared). If the dialog is in Edit mode, the control is initially populated with the value stored in the database. Alphabetic characters are forced to upper case.

#### ***9.5.1.5 OK Button***

The OK button is enabled when the Update Local Municipality dialog is active (See the Processing section below). Characteristics for the OK button are defined in the [Consistencies](#) chapter.

#### ***9.5.1.6 Cancel Button***

The Cancel button is enabled when the Update Local Municipality dialog is active. Characteristics for the Cancel button are defined in the [Consistencies](#) chapter.

### **9.5.2 Processing**

This section describes the processes (navigation) that take place as a result of actions taken on the Update Local Municipality dialog.

#### ***9.5.2.1 Edit for Required Entry in Controls***

Upon selection of the OK button, the system checks that an entry is made in the following controls:

- Local Municipality ID masked edit box
- Name text box

If an entry is not made in an above-listed control, the system invokes a standard error message with the text "An entry is required for the {control label}".

#### ***9.5.2.2 Edit for Legitimate Values in Controls***

All values entered on the Update Legal Municipality dialog are considered legitimate.

#### ***9.5.2.3 Perform Cross-Edits for Values Entered In Controls***

No controls on the Update Local Municipality dialog participate in cross-edits.

#### ***9.5.2.4 Save Values***

Upon successful completion of the above-listed edits, the system saves the values on the Update Local Municipality dialog to the database. If the Update Local Municipality dialog is in Add mode, a node is added to the Counties tree view with the values on the dialog. If the Update Local Municipality dialog was in Edit mode, the selected node is updated on the Counties tree view with the values on the dialog.





## 9.6 Default Food Packages Dialog

The Default Food Packages dialog allows the user to display and edit the information for Default Food Packages and Default Food Package Items. It is invoked in response to the following user actions:

- Selection of the Default Food Packages list item in the Reference Utility window defined in this document.

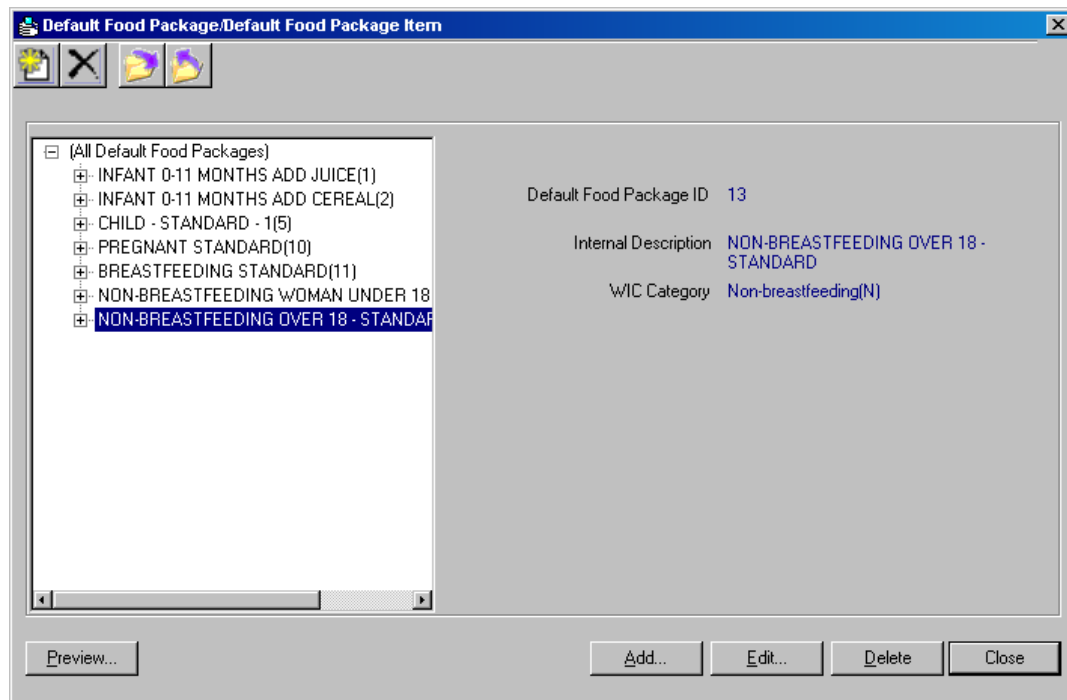


Figure 14 – Default Food Packages Dialog

### 9.6.1 Default Food Packages Toolbar



Figure 15 – Default Food Packages Toolbar

#### 9.6.1.1 Add Toolbar Button

The control allows the user to add a new Default Food Package or Default Food Package Item. The toolbar button is enabled when the "All Default Food Packages" or Default Food Package tree view node is selected. The tooltip text is "Add Record".

#### 9.6.1.2 Delete Toolbar Button

The control allows the user to delete the selected Default Food Package or Default Food Package Item. It is enabled when a Default Food Package or Default Food Package Item tree view node is selected. The tooltip text is "Delete Record".

### ***9.6.1.3 Expand All Toolbar Button***

The control allows the user to expand all the nodes displayed in the Default Food Packages tree view control. It is enabled when the Default Food Packages dialog is active. The tooltip text is "Expand All"

### ***9.6.1.4 Collapse All Toolbar Button***

The control allows the user to collapse all the nodes displayed in the Default Food Packages tree view control. Only the "All Default Food Packages" node remains expanded. It is enabled when the Default Food Packages dialog is active. The tooltip text is "Collapse All"

## **9.6.2 Controls**

### ***9.6.2.1 Default Food Packages Tree View***

The control allows the user to view all the Default Food Packages and Default Food Package Items. It is enabled when the dialog is active. It has the following hierarchical structure of nodes:

(All Default Food Packages) Root Node

|

|\_Default Food Package Node

| |

| |\_Default Food Package Item Node

| |\_Default Food Package Item Node

|

|\_Default Food Package Node

|

|\_Default Food Package Item Node

|\_Default Food Package Item Node

The data values in the tree view control are read-only. The tree is single select.

### ***9.6.2.2 All Default Food Packages Root Tree View Node***

This node of the Default Food Packages tree view allows the user to view all the Default Food Packages. The node displays the text "(All Default Food Packages)".

### ***9.6.2.3 Default Food Package Tree View Node***

This node of the Default Food Packages tree view allows the user to view the Default Food Packages defined by the reference database. Each node displays text in the following format: {Default Food Package Name} ({Default Food Package ID}).

The nodes are sorted in ascending order by ID.

#### ***9.6.2.4 Default Food Package Item Tree View Node***

This node of the Default Food Packages tree view allows the user to view the Default Food Package Items associated with a Default Food Package. Each node displays text in the following format: {Default Food Package Item Name} ({Default Food Package Item ID}). The nodes are sorted in ascending order by ID.

#### ***9.6.2.5 Default Food Package Detail View***

The Default Food Package detail view is displayed when a Default Food Package tree view node is selected.

#### ***9.6.2.6 Default Food Package ID Text Label and Value***

The text and value labels allow the user to view the ID of the Default Food Package associated with the selected tree view node. The value label displays the Default Food Package ID in the inverse color of the form.

#### ***9.6.2.7 Internal Description Text Label and Value***

The text and value labels allow the user to view the internal description of the Default Food Package associated with the selected tree view node. The value label displays the description in the inverse color of the form.

#### ***9.6.2.8 WIC Category Text Label and Value***

The text and value labels allow the user to view the WIC Category of the Default Food Package associated with the selected tree view node. The value label displays {WIC Category Description} ({WIC Category Code}) in the inverse color of the form.

#### ***9.6.2.9 Default Food Package Item Detail View***

The Default Food Package Item detail view is displayed when a Default Food Package Item tree view node is selected.

#### ***9.6.2.10 Default Food Package Item ID Text Label and Value***

The text and value labels allow the user to view the ID of the Default Food Package Item associated with the selected tree view node. The value label displays the Default Food Package Item ID in the inverse color of the form.

#### ***9.6.2.11 Prescription Item ID Text Label and Value***

The text and value labels allow the user to view the prescription item of the Default Food Package Item associated with the selected tree view node. The value label displays {Prescription Item Description} ({Prescription Item ID}) in the inverse color of the form.

#### ***9.6.2.12 Default Food Package ID Text Label and Value***

The text and value labels allow the user to view the ID of the parent Default Food Package associated with the selected tree view node. The value label displays {Default Food Package Description} ({Default Food Package ID}) in the inverse color of the form.

#### ***9.6.2.13 Quantity Text Label and Value***

The text and value labels allow the user to view the quantity of the Default Food Package Item associated with the selected tree view node. The value label displays the quantity in the inverse color of the form.

#### ***9.6.2.14 Preview Button***

The control allows the user to preview the set of checks that is generated based on the default food package selected in the Default Food Packages tree view control. It is enabled when the Default Food Package tree view node is selected. The mnemonic for the button is "P".

#### ***9.6.2.15 Add Button***

The control allows the user to add a new Default Food Package or Default Food Package Item record to the database. The type of record to be added is determined by the type of tree view node selected:

Tree View Node	Record
"All Default Food Packages"	Default Food Package
Default Food Package	Default Food Package Item

It is enabled when the "All Default Food Packages" or Default Food Package tree view node is selected. The mnemonic for the button is "A".

#### ***9.6.2.16 Edit Button***

The control allows the user to edit a Default Food Package or Default Food Package Item record in the database. The type of record to be edited is determined by the type of tree view node selected. It is enabled when the Default Food Package or Default Food Package Item tree view node is selected. The mnemonic for the button is "E".

#### ***9.6.2.17 Delete Button***

The control allows the user to delete the record associated with the selected node in the Default Food Packages tree view control. It is enabled when a Default Food Package or Default Food Package Item tree view node is selected. The mnemonic for the button is "D".

#### ***9.6.2.18 Close Button***

The Close button is enabled when the dialog is active. Characteristics for the Close button are defined in the [Consistencies](#) chapter.

### **9.6.3 Processing**

#### ***9.6.3.1 Preview Default Food Package***

Upon selection of the Preview button, the system invokes a standard preview window to allow the user to view the set of checks that is generated based on the default food package selected in the Default Food Packages tree view control.

#### ***9.6.3.2 Add Default Food Package***

Upon selection of the Add button or the Add toolbar button when the "All Default Food Packages" tree view node is selected, the system creates a new (blank) Default Food Package record, sets the Default Food Package ID to the next available ID, and invokes the Update Default Food Package dialog defined in this document.

#### ***9.6.3.3 Edit Default Food Package***

Upon selection of the Edit button when a Default Food Package tree view node is selected, the system allows the user to edit the Default Food Package record by invoking the Update Default Food Package dialog defined in this document.

#### ***9.6.3.4 Delete Default Food Package***

Upon selection of the Delete button or the Delete toolbar button when a Default Food Package tree view node is selected, the system invokes a standard warning message with the text "Are you sure you want to delete {Default Food Package Name} ({Default Food Package ID})?" The options "Yes" and "No" are available. If the user selects Yes, the system deletes the selected Default Food Package record and all child Default Food Package Item records. The contents of the Default Food Packages tree view are refreshed. If the user selects No, the system returns to the Default Food Packages dialog without deleting the Default Food Package.

#### ***9.6.3.5 Add Default Food Package Item***

Upon selection of the Add button or the Add toolbar button when a Default Food Package tree view node is selected, the system creates a new (blank) Default Food Package Item record, set the Default Food Package ID field to the ID of the selected Default Food Package, sets the Default Food Package Item ID to the next available ID, and invokes the Update Default Food Package Item dialog defined in this document.

#### ***9.6.3.6 Edit Default Food Package Item***

Upon selection of the Edit command when a Default Food Package Item tree view node is selected the system allows the user to edit the Default Food Package Item record by invoking the Update Default Food Package Item dialog defined in this document.

#### ***9.6.3.7 Delete Default Food Package Item***

Upon selection of the Delete button or the Delete toolbar button when a Default Food Package Item tree view node is selected, the system invokes a standard warning message with the text "Are you sure you want to delete {Default Food Package Item Name} ({Default Food Package Item ID})?" The options "Yes" and "No" are available. If the user selects "Yes", the system deletes the selected Default Food Package Item record. The contents of the Default Food Packages tree view are refreshed. If the user selects No, the system returns to the Default Food Packages dialog without deleting the Default Food Package Item.

## 9.7 Update Default Food Package Dialog

The Update Default Food Package dialog accepts the information for a Default Food Package. It is invoked in response to the following user actions:

- Selection of the Add button on the Default Food Packages dialog defined in this document.
- Selection of the Add toolbar button on the Default Food Packages dialog defined in this document.
- Selection of the Edit button on the Default Food Packages dialog defined in this document.

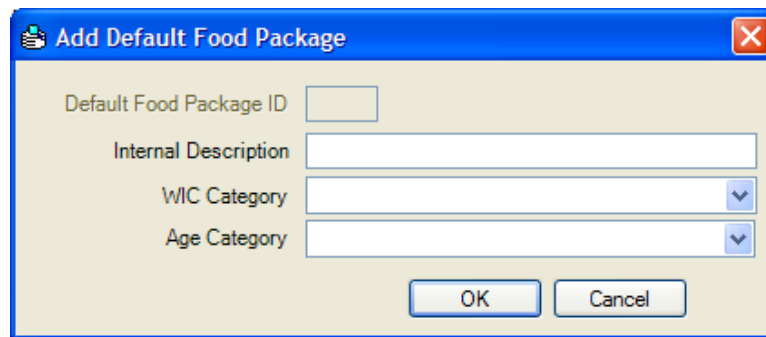
A screenshot of the 'Add Default Food Package' dialog box. It has a blue title bar with a stack of books icon and a close button. The dialog contains four input fields: 'Default Food Package ID' (a text box), 'Internal Description' (a text box), 'WIC Category' (a dropdown menu), and 'Age Category' (a dropdown menu). At the bottom right are 'OK' and 'Cancel' buttons.

Figure 16 – Add Default Food Package Dialog

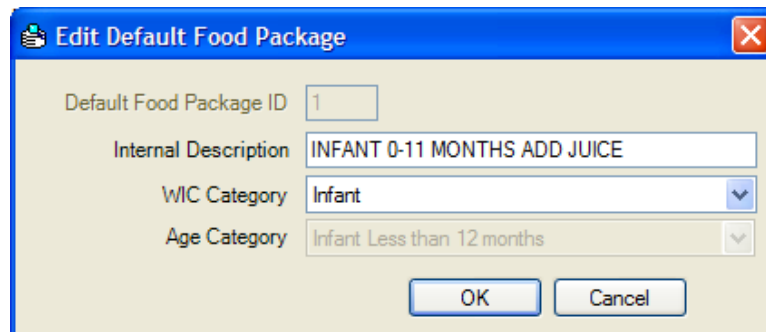
A screenshot of the 'Edit Default Food Package' dialog box. It has a blue title bar with a stack of books icon and a close button. The dialog contains four input fields: 'Default Food Package ID' (a text box containing the value '1'), 'Internal Description' (a text box containing the value 'INFANT 0-11 MONTHS ADD JUICE'), 'WIC Category' (a dropdown menu with 'Infant' selected), and 'Age Category' (a dropdown menu with 'Infant Less than 12 months' selected). At the bottom right are 'OK' and 'Cancel' buttons.

Figure 17 – Edit Default Food Package Dialog

### 9.7.1 Controls

This section describes the behavior of the controls on the Update Default Food Package dialog.

#### 9.7.1.1 Default Food Package ID Text Box

The control allows the user to view the ID of the Default Food Package. The text box is disabled. If the dialog is in Add mode, the control is initially blank (cleared) Default Food Package ID. If the dialog is in Edit mode, the control is initially populated with the value stored in the database.

### ***9.7.1.2 Internal Description Text Box***

The control accepts the description of the Default Food Package. It is enabled when the dialog is active. It allows a maximum length of thirty (30) character(s) for the value. If the dialog is in Add mode, the control is initially blank (cleared). If the dialog is in Edit mode, the control is initially populated with the value stored in the database.

### ***9.7.1.3 WIC Category Drop-down List***

The control accepts the WIC Category of the Default Food Package. It is enabled when the dialog is active. It is filled with the list of WIC Categories. If the dialog is in Add mode, no item is selected. If the dialog is in Edit mode, the control is initially populated with the value stored in the database.

### ***9.7.1.4 OK Button***

The OK button is enabled when the dialog is active (See the Processing section below). Characteristics for the OK button are defined in the [Consistencies](#) chapter.

### ***9.7.1.5 Cancel Button***

The Cancel button is enabled when the dialog is active. Characteristics for the Cancel button are defined in the [Consistencies](#) chapter.

## **9.7.2 Processing**

This section describes the processes (navigation) that take place as a result of actions taken on the Update Default Food Package dialog.

### ***9.7.2.1 Edit for Required Entry in Controls***

Upon selection of the OK button, the system checks that an entry is made in the following controls:

- Internal Description text box

If an entry is not made in an above-listed control, the system invokes a standard error message with the text "An entry is required for the {control label}."

Upon selection of the OK button, the system checks that a selection is made in the following control:

- WIC Category drop-down list

If a selection is not made in the above-listed control, the system invokes a standard error message with the text "A selection is required in the {control label}."



#### ***9.7.2.2 Edit for Legitimate Values in Controls***

All values entered on the Update Default Food Package dialog are considered legitimate.

#### ***9.7.2.3 Perform Cross-Edits for Values Entered In Controls***

No controls on the Update Default Food Package dialog participate in cross-edits.

#### ***9.7.2.4 Save Values***

Upon successful completion of the above-listed edits, the system saves the values on the Update Default Food Package dialog to the database. If the Update Default Food Package dialog is in Add mode, a node is added to the Default Food Packages tree view with the values on the dialog. If the Update Default Food Package dialog was in Edit mode, the selected node is updated on the Default Food Packages tree view with the values on the dialog.



## 9.8 Update Default Food Package Item Dialog

The Update Default Food Package Item dialog accepts the information for a Default Food Package Item. It is invoked in response to the following user actions:

- Selection of the Add button on the Default Food Packages dialog defined in this document.
- Selection of the Add toolbar button on the Default Food Packages dialog defined in this document.
- Selection of the Edit button on the Default Food Packages dialog defined in this document.

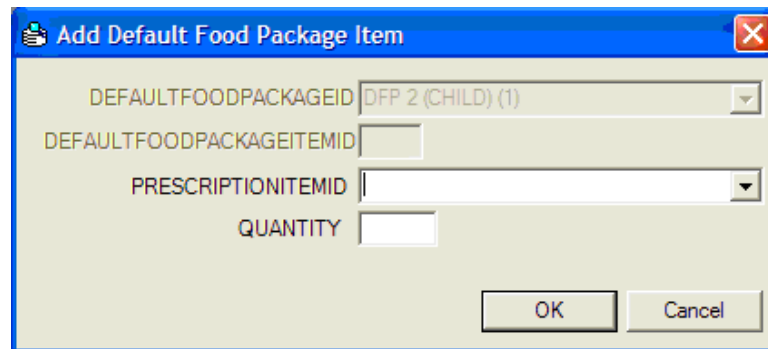
A screenshot of the 'Add Default Food Package Item' dialog box. The dialog has a blue title bar with a close button. It contains four input fields: 'DEFAULTFOODPACKAGEID' with a dropdown menu showing 'DFP 2 (CHILD) (1)', 'DEFAULTFOODPACKAGEITEMID' which is empty, 'PRESCRIPTIONITEMID' with a dropdown menu, and 'QUANTITY' which is empty. At the bottom right are 'OK' and 'Cancel' buttons.

Figure 18 – Add Default Food Package Item Dialog

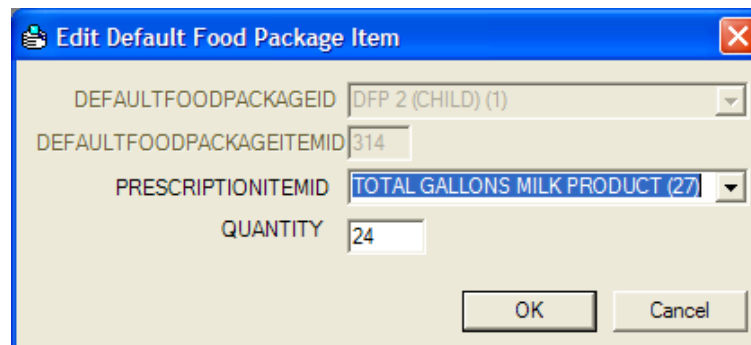
A screenshot of the 'Edit Default Food Package Item' dialog box. The dialog has a blue title bar with a close button. It contains four input fields: 'DEFAULTFOODPACKAGEID' with a dropdown menu showing 'DFP 2 (CHILD) (1)', 'DEFAULTFOODPACKAGEITEMID' with the value '314', 'PRESCRIPTIONITEMID' with a dropdown menu showing 'TOTAL GALLONS MILK PRODUCT (27)', and 'QUANTITY' with the value '24'. At the bottom right are 'OK' and 'Cancel' buttons.

Figure 19 – Edit Default Food Package Item Dialog

### 9.8.1 Controls

This section describes the behavior of the controls on the Update Default Food Package Item dialog.

#### 9.8.1.1 Default Food Package Item ID Text Box

The control allows the user to view the ID of the Default Food Package Item. The text box is disabled. If the dialog is in Add mode, the control is initially blank (cleared). If the dialog is in Edit mode, the control is initially populated with the value stored in the database.

### ***9.8.1.2 Prescription Item ID Drop-down List***

The control accepts the prescription item ID associated with the Default Food Package Item. It is enabled when the dialog is active. It is populated with all food prescription items associated with the WIC Category assigned to the parent Default Food Package record. If the dialog is in Add mode, no item is selected. If the dialog is in Edit mode, the control is initially populated with the value stored in the database.

### ***9.8.1.3 Default Food Package ID Drop-down List***

The control allows the user to view ID of the parent Default Food Package. The drop-down list is disabled. If the dialog is in Add mode, the ID of the Default Food Package selected in the Default Food Packages dialog is selected. If the dialog is in Edit mode, the control is initially populated with the value stored in the database.

### ***9.8.1.4 Quantity Masked Edit Box***

The control accepts the quantity of the Default Food Package Item. It is enabled when the dialog is active. It allows the entry of numeric characters. The mask for the box is "##". If the dialog is in Add mode, the control is initially blank (cleared). If the dialog is in Edit mode, the control is initially populated with the value stored in the database.

### ***9.8.1.5 OK Button***

The OK button is enabled when the dialog is active (See the Processing section below). Characteristics for the OK button are defined in the [Consistencies](#) chapter.

### ***9.8.1.6 Cancel Button***

The Cancel button is enabled when the dialog is active. Characteristics for the Cancel button are defined in the [Consistencies](#) chapter.

## **9.8.2 Processing**

This section describes the processes (navigation) that take place as a result of actions taken on the Update Default Food Package Item dialog.

### ***9.8.2.1 Edit for Required Entry in Controls***

Upon selection of the OK button, the system checks that an entry is made in the following control:

- Quantity masked edit box

If an entry is not made in an above-listed control, the system invokes a standard error message with the text "An entry is required for the {control label}".

Upon selection of the OK button, the system checks that a selection is made in the following control:

- Prescription Item ID drop-down list

If a selection is not made in an above-listed control, the system invokes a standard error message with the text "A selection is required in the {control label}".

#### ***9.8.2.2 Edit for Legitimate Values in Controls***

All values entered on the Update Default Food Package Item dialog are considered legitimate.

#### ***9.8.2.3 Perform Cross-Edits for Values Entered In Controls***

No controls on the Update Default Food Package Item dialog participate in cross-edits.

#### ***9.8.2.4 Save Values***

Upon successful completion of the above-listed edits, the system saves the values on the Update Default Food Package Item dialog to the database. If the Update Default Food Package Item dialog is in Add mode, a node is added to the Default Food Packages tree view with the values on the dialog. If the Update Default Food Package Item dialog was in Edit mode, the selected node is updated on the Default Food Packages tree view with the values on the dialog.



## 9.9 Facilities Dialog

The Facilities dialog displays all the birthing facility records in the reference database. It is invoked in response to the following user actions:

- Selection of the Facilities list item on the Reference Utility window defined in this document.

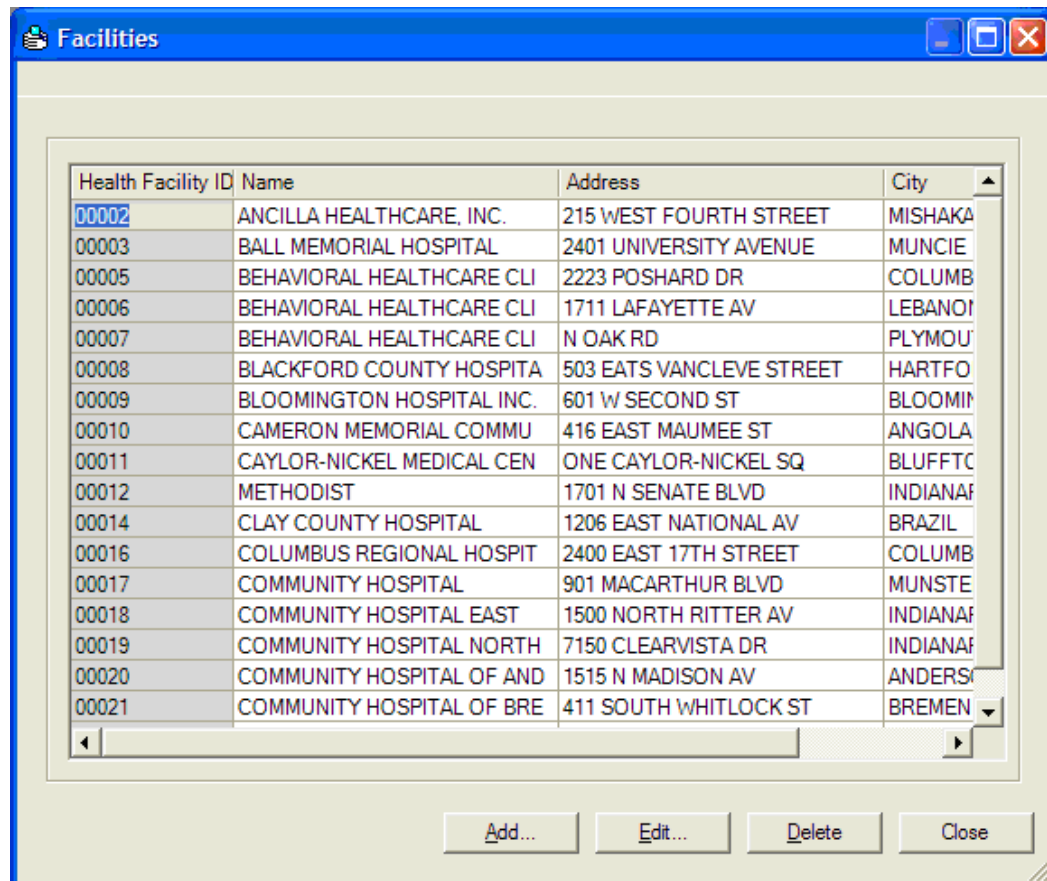


Figure 20 – Facilities Dialog

### 9.9.1 Controls

This section describes the behavior of the controls on the Facility List dialog.

#### 9.9.1.1 Facilities Data Grid

The control allows the user to view all birthing facility records. It is enabled when the dialog is active. It includes the following columns:

- Health Facility ID
- Name
- Address
- City
- State
- Zip

An entry is added to the data grid for each birthing facility record in the reference database. The records are initially ordered by the value in the Health Facility ID column. The values in the data grid are read-only. The user may select a single entry in the data grid.

#### ***9.9.1.2 Add Button***

The control allows the user to insert a new birthing facility into the reference database. It is enabled when the dialog is active. The mnemonic for the button is "A".

#### ***9.9.1.3 Edit Button***

The control allows the user to edit the birthing facility selected in the Facilities data grid. It is enabled when a birthing facility record is highlighted. The mnemonic for the button is "E".

#### ***9.9.1.4 Delete Button***

The control allows the user to delete the birthing facility selected in the Facilities data grid. It is enabled when a birthing facility record is highlighted. The mnemonic for the button is "D".

#### ***9.9.1.5 Close Button***

The Close button is enabled when the dialog is active. Characteristics for the Close button are defined in the [Consistencies](#) chapter.

### **9.9.2 Processing**

This section describes the processes (navigation) that take place as a result of actions taken on the Facility List dialog.

#### ***9.9.2.1 Add Facility***

Upon selection of the Add button, the system creates a new (blank) birthing facility record and invokes the Update Facility dialog defined in this document.

#### ***9.9.2.2 Edit Facility***

Upon selection of the Edit button, the system allows the user to edit the birthing facility record selected in the Facilities data grid by invoking the Update Facility dialog defined in this document.



### ***9.9.2.3 Delete Facility***

Upon selection of the Delete button, the system invokes a standard warning message with the text "Are you sure you want to delete the selected record?" The options "Yes" and "No" are available. If the user selects "Yes", the system deletes the selected birthing facility. The contents of the Facilities data grid are refreshed. If the user selects "No", the system returns to the Facilities List dialog without deleting the facility.



## 9.10 Update Facility Dialog

The Update Facility dialog accepts the information for a facility. It is invoked in response to the following user actions:

- Selection of the Add button on the Facilities dialog defined in this document
- Selection of the Edit button on the Facilities dialog defined in this document

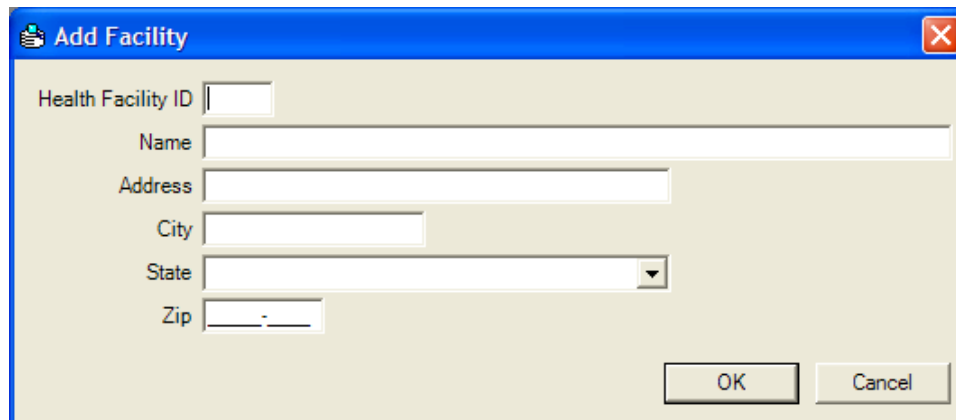
The image shows a Windows-style dialog box titled "Add Facility". It has a blue title bar with a close button (X) in the top right corner. The dialog contains several input fields: "Health Facility ID" (a small text box), "Name" (a large text box), "Address" (a text box), "City" (a text box), "State" (a dropdown menu), and "Zip" (a text box with a hyphen). At the bottom right, there are two buttons: "OK" and "Cancel".

Figure 21 – Add Facility Dialog

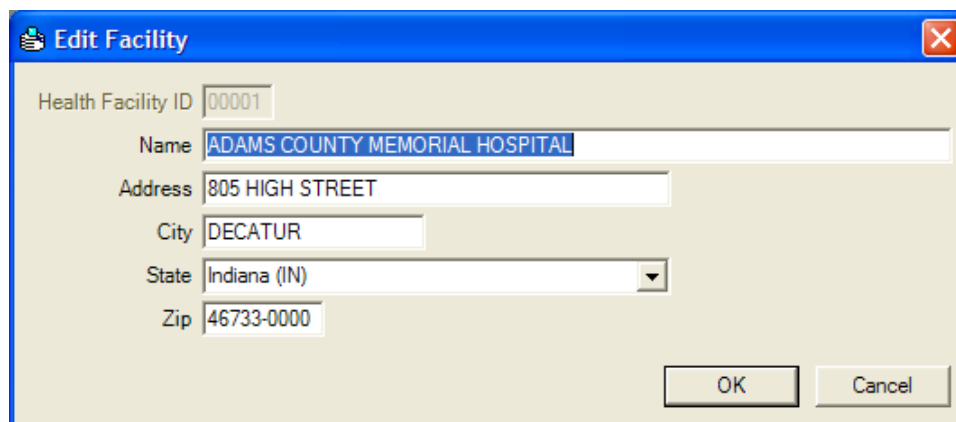
The image shows a Windows-style dialog box titled "Edit Facility". It has a blue title bar with a close button (X) in the top right corner. The dialog contains several input fields, some of which are pre-filled: "Health Facility ID" (00001), "Name" (ADAMS COUNTY MEMORIAL HOSPITAL), "Address" (805 HIGH STREET), "City" (DECATUR), "State" (Indiana (IN) - shown as a dropdown), and "Zip" (46733-0000). At the bottom right, there are two buttons: "OK" and "Cancel".

Figure 22 – Edit Facility Dialog

### 9.10.1 Controls

This section describes the behavior of the controls on the Update Facility dialog.

#### ***9.10.1.1 Health Facility ID Text Box***

The control accepts the ID of the facility. It is enabled when the dialog is in Add mode. It allows a maximum length of five (5) character(s) for the value. If the dialog is in Add mode, the control is initially blank (cleared). If the dialog is in Edit mode, the control is initially populated with the value stored in the database. If the control contains a numeric value, it is formatted with leading zeros when saved to the database.

#### ***9.10.1.2 Name Text Box***

The control accepts the name of the facility. It is enabled when the dialog is active. It allows a maximum length of fifty-eight (58) character(s) for the value. If the dialog is in Add mode, the control is initially blank (cleared). If the dialog is in Edit mode, the control is initially populated with the value stored in the database.

#### ***9.10.1.3 Address Text Box***

The control accepts the address of the facility. It is enabled when the dialog is active. It allows a maximum length of thirty-six (36) character(s) for the value. If the dialog is in Add mode, the control is initially blank (cleared). If the dialog is in Edit mode, the control is initially populated with the value stored in the database.

#### ***9.10.1.4 City Text Box***

The control accepts the city of the Facility. It is enabled when the dialog is active. It allows a maximum length of sixteen (16) character(s) for the value. If the dialog is in Add mode, the control is initially blank (cleared). If the dialog is in Edit mode, the control is initially populated with the value stored in the database.

#### ***9.10.1.5 State Text Box***

The control accepts the state of the Facility. It is enabled when the dialog is active. It allows a maximum length of two (2) character(s) for the value. If the dialog is in Add mode, the control is initially blank (cleared). If the dialog is in Edit mode, the control is initially populated with the value stored in the database.

#### ***9.10.1.6 ZIP Masked Edit Box***

The control accepts the zip code of the Facility. It is enabled when the dialog is active. It allows the entry of numeric characters. The mask for the box is "#####-#####" to allow entry of a four digit ZIP extension, if known. If the dialog is in Add mode, the control is initially blank (cleared). If the dialog is in Edit mode, the control is initially populated with the value stored in the database.

A complete 5 or 9-digit ZIP code is required. If any part of the four-digit extension is entered, the entire extension is required. If a partial ZIP code is entered, an error message is produced.

#### *9.10.1.7 OK Button*

The OK button is enabled when the dialog is active (See the Processing section below). Characteristics for the OK button are defined in the [Consistencies](#) chapter.

#### *9.10.1.8 Cancel Button*

The Cancel button is enabled when the dialog is active. Characteristics for the Cancel button are defined in the [Consistencies](#) chapter.

### **9.10.2 Processing**

This section describes the processes (navigation) that take place as a result of actions taken on the Update Facility dialog.

#### *9.10.2.1 Edit for Required Entry in Controls*

Upon selection of the OK button, the system checks that an entry is made in the following controls:

- Health Facility ID text box
- Name text box
- Address text box
- City text box
- State text box
- Zip masked edit box

If an entry is not made in an above-listed control, the system invokes a standard error message with the text "An entry is required for the {control label}".

#### *9.10.2.2 Edit for Legitimate Values in Controls*

The system checks that a 5-digit or 9-digit ZIP code is entered into the ZIP Code masked edit box.

#### *9.10.2.3 Perform Cross-Edits for Values Entered In Controls*

No controls on the Update Facility dialog participate in cross-edits.

#### *9.10.2.4 Save Values*

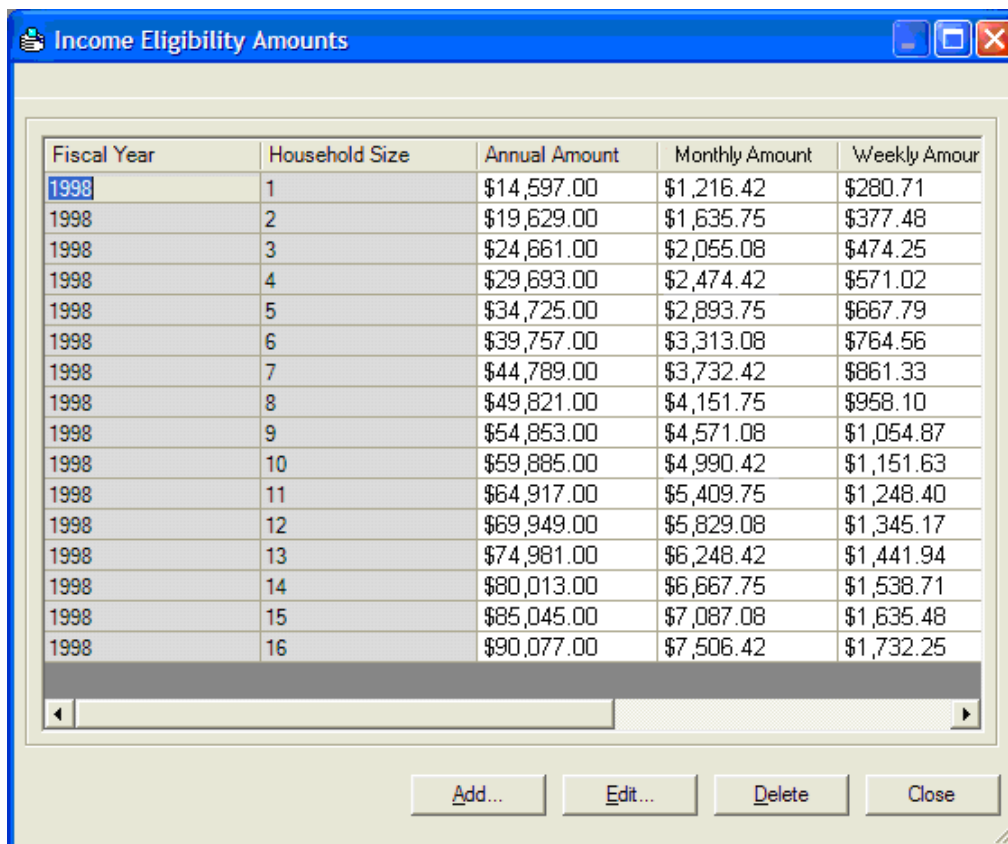
Upon successful completion of the above-listed edits, the system saves the values on the Update Facility dialog to the database. If the Update Facility dialog is in Add mode, an entry is added to the Facilities data grid with the values on the dialog. If the Update Facility dialog was in Edit mode, the selected entry is updated on the Facilities data grid with the values on the dialog.



## 9.11 Income Eligibility Amounts Dialog

The Income Eligibility Amounts dialog displays all the Income Eligibility Amount records in the reference database. It is invoked in response to the following user actions:

- Selection of the Income Eligibility Amounts list item on the Reference Utility window defined in this document.



Fiscal Year	Household Size	Annual Amount	Monthly Amount	Weekly Amount
1998	1	\$14,597.00	\$1,216.42	\$280.71
1998	2	\$19,629.00	\$1,635.75	\$377.48
1998	3	\$24,661.00	\$2,055.08	\$474.25
1998	4	\$29,693.00	\$2,474.42	\$571.02
1998	5	\$34,725.00	\$2,893.75	\$667.79
1998	6	\$39,757.00	\$3,313.08	\$764.56
1998	7	\$44,789.00	\$3,732.42	\$861.33
1998	8	\$49,821.00	\$4,151.75	\$958.10
1998	9	\$54,853.00	\$4,571.08	\$1,054.87
1998	10	\$59,885.00	\$4,990.42	\$1,151.63
1998	11	\$64,917.00	\$5,409.75	\$1,248.40
1998	12	\$69,949.00	\$5,829.08	\$1,345.17
1998	13	\$74,981.00	\$6,248.42	\$1,441.94
1998	14	\$80,013.00	\$6,667.75	\$1,538.71
1998	15	\$85,045.00	\$7,087.08	\$1,635.48
1998	16	\$90,077.00	\$7,506.42	\$1,732.25

Figure 23 – Income Eligibility Amounts Dialog

### 9.11.1 Controls

This section describes the behavior of the controls on the Income Eligibility Amount List dialog.

#### 9.11.1.1 Income Eligibility Amount Data Grid

The control allows the user to view all Income Eligibility Amount records. It is enabled when the dialog is active. It includes the following columns:

- Fiscal Year
- Household Size
- Annual Amount
- Monthly Amount
- Weekly Amount

An entry is added to the data grid for each Income Eligibility Amount record in the reference database. The records are initially ordered by the values in the Fiscal Year and Household Size columns. The values in the data grid are read-only. The user may select a single entry in the data grid.

#### ***9.11.1.2 Add Button***

The control allows the user to insert new Income Eligibility Amount into the reference database. It is enabled when the dialog is active. The mnemonic for the button is "A".

#### ***9.11.1.3 Edit Button***

The control allows the user to edit the Income Eligibility Amount selected in the Income Eligibility Amounts data grid. It is enabled when an Income Eligibility Amount record is highlighted. The mnemonic for the button is "E".

#### ***9.11.1.4 Delete Button***

The control allows the user to delete the Income Eligibility Amount selected in the Income Eligibility Amounts data grid. It is enabled when an Income Eligibility Amount record is highlighted. The mnemonic for the button is "D".

#### ***9.11.1.5 Close Button***

The Close button is enabled when Income Eligibility Amounts dialog is active. Characteristics for the Close button are defined in the [Consistencies](#) chapter.

### **9.11.2 Processing**

This section describes the processes (navigation) that take place as a result of actions taken on the Income Eligibility Amounts dialog.

#### ***9.11.2.1 Add Income Eligibility Amount***

Upon selection of the Add button, the system creates a new (blank) Income Eligibility Amount record and invokes the dialog defined in this document.

#### ***9.11.2.2 Edit Income Eligibility Amount***

Upon selection of the Edit button, the system allows the user to edit the Income Eligibility Amount record selected in the Income Eligibility Amounts data grid by invoking the dialog defined in this document.



#### ***9.11.2.3 Delete Income Eligibility Amount***

Upon selection of the Delete button, the system invokes a standard warning message with the text "Are you sure you want to delete the selected record?" The options "Yes" and "No" are available. If the user selects "Yes", the system deletes the selected Income Eligibility Amount. The contents of the Income Eligibility Amounts data grid are refreshed. If the user selects No, the system returns to the Income Eligibility Amounts List dialog without deleting the Income Eligibility Amount.



## 9.12 Update Income Eligibility Amount Dialog

The Update Income Eligibility Amount dialog accepts the information for an Income Eligibility Amount. It is invoked in response to the following user actions:

- Selection of the Add button on the Income Eligibility Amounts dialog defined in this document
- Selection of the Edit button on the Income Eligibility Amounts dialog defined in this document

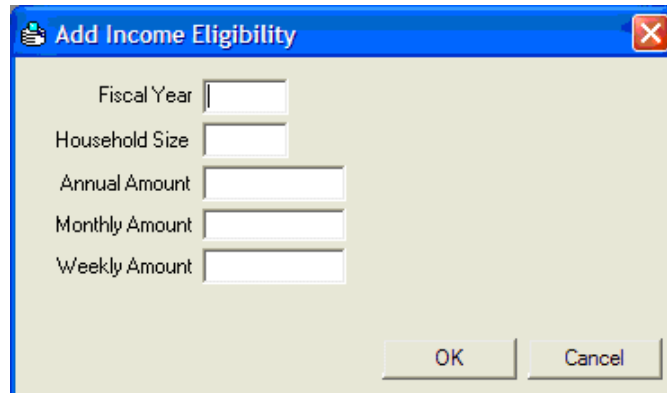
A screenshot of the 'Add Income Eligibility' dialog box. The dialog has a blue title bar with a standard Windows icon and a close button. The main area is light gray and contains five text input fields stacked vertically, each with a label to its left: 'Fiscal Year', 'Household Size', 'Annual Amount', 'Monthly Amount', and 'Weekly Amount'. At the bottom right, there are two buttons: 'OK' and 'Cancel'.

Figure 24 – Add Income Eligibility Amount Dialog

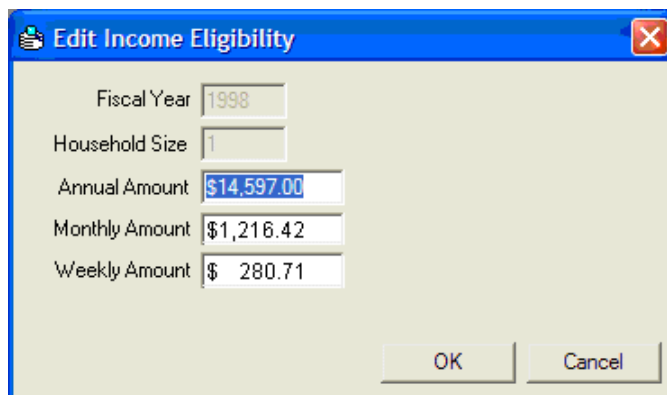
A screenshot of the 'Edit Income Eligibility' dialog box. The dialog has a blue title bar with a standard Windows icon and a close button. The main area is light gray and contains five text input fields stacked vertically, each with a label to its left: 'Fiscal Year', 'Household Size', 'Annual Amount', 'Monthly Amount', and 'Weekly Amount'. The 'Fiscal Year' field contains '1998', 'Household Size' contains '1', 'Annual Amount' contains '\$14,597.00', 'Monthly Amount' contains '\$1,216.42', and 'Weekly Amount' contains '\$ 280.71'. At the bottom right, there are two buttons: 'OK' and 'Cancel'.

Figure 25 – Edit Income Eligibility Amount Dialog

### 9.12.1 Controls

This section describes the behavior of the controls on the Update Income Eligibility Amount dialog.

#### 9.12.1.1 Fiscal Year Text Box

The control accepts the fiscal year of the Income Eligibility Amount. It is enabled when the dialog is in Add mode. It allows a maximum length of four (4) character(s) for the value. If the dialog is in Add mode, the control is initially blank (cleared). If the dialog is in Edit mode, the control is initially populated with the value stored in the database.

#### ***9.12.1.2 Household Size Masked Edit Box***

The control accepts the household size of the Income Eligibility Amount. The masked edit is enabled when the dialog is in Add mode. It allows the entry of numeric characters. The mask for the box is "###". If the dialog is in Add mode, the control is initially blank (cleared). If the dialog is in Edit mode, the control is initially populated with the value stored in the database.

#### ***9.12.1.3 Annual Amount Masked Edit Box***

The control accepts the Fiscal Year of the Income Eligibility Amount. It is enabled when the dialog is active. It allows the entry of numeric characters. The mask for the box is "\$##,###". If the dialog is in Add mode, the control is initially blank (cleared). If the dialog is in Edit mode, the control is initially populated with the value stored in the database.

#### ***9.12.1.4 Monthly Masked Edit Box***

The control accepts the Monthly amount of the Income Eligibility Amount. It is enabled when the dialog is active. Upon entry of the Annual Amount, if the value is blank, this value is calculated by taking the Annual Amount and dividing by 12. Once valued, modifying the Annual Amount will not modify the value entered. It allows the entry of numeric characters. The mask for the box is "\$##,###". If the dialog is in Add mode, the control is initially blank (cleared). If the dialog is in Edit mode, the control is initially populated with the value stored in the database.

#### ***9.12.1.5 Weekly Masked Edit Box***

The control accepts the Weekly amount of the Income Eligibility Amount. It is enabled when the dialog is active. Upon entry of the Annual Amount, if the value is blank, this value is calculated by taking the Annual Amount and dividing by 52. Once valued, modifying the Annual Amount will not modify the value entered. It allows the entry of numeric characters. The mask for the box is "\$##,###". If the dialog is in Add mode, the control is initially blank (cleared). If the dialog is in Edit mode, the control is initially populated with the value stored in the database.

#### ***9.12.1.6 OK Button***

The OK button is enabled when the dialog is active (See the Processing section below). Characteristics for the OK button are defined in the [Consistencies](#) chapter.

#### ***9.12.1.7 Cancel Button***

The Cancel button is enabled when the dialog is active. Characteristics for the Cancel button are defined in the [Consistencies](#) chapter.

### 9.12.2 Processing

This section describes the processes (navigation) that take place as a result of actions taken on the Update Income Eligibility Amount dialog.

#### 9.12.2.1 *Edit for Required Entry in Controls*

Upon selection of the OK button, the system checks that an entry is made in the following controls:

- Fiscal Year text box
- Household Size masked edit box
- Annual Amount masked edit box
- Monthly Amount masked edit box
- Weekly Amount masked edit box

If an entry is not made in an above-listed control, the system invokes a standard error message with the text "An entry is required for the {control label}".

#### 9.12.2.2 *Edit for Legitimate Values in Controls*

All values entered on the dialog are considered legitimate.

#### 9.12.2.3 *Perform Cross-Edits for Values Entered In Controls*

No controls on the dialog participate in cross-edits.

#### 9.12.2.4 *Save Values*

Upon successful completion of the above-listed edits, the system saves the values on the dialog to the database. If the dialog is in Add mode, an entry is added to the Income Eligibility Amounts data grid with the values on the dialog. If the dialog was in Edit mode, the selected entry is updated on the Income Eligibility Amounts data grid with the values on the dialog.



### 9.13 Education Topics Dialog

The Education Topics dialog displays all the Education Topic records in the reference database. It is invoked in response to the following user actions:

- Selection of the Education Topics list item on the Reference Utility window defined in this document.

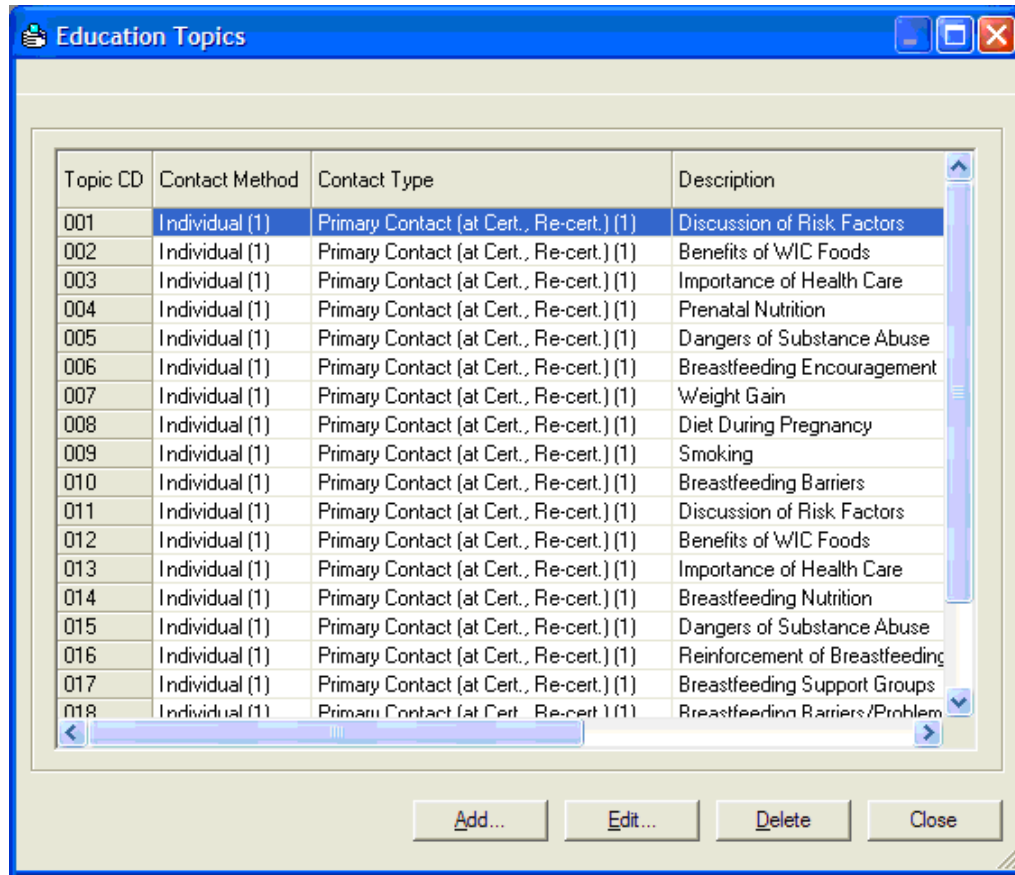


Figure 26 – Education Topics Dialog

#### 9.13.1 Controls

This section describes the behavior of the controls on the Education Topic List dialog.

##### 9.13.1.1 Education Topics Data Grid

The control allows the user to view all Education Topic records. It is enabled when the dialog is active. It includes the following columns:

- Topic CD
- Contact Method
- Contact Type
- Description
- Initially Selected
- WIC Category

- Active

An entry is added to the data grid for each Education Topic record in the reference database. The records are initially ordered by the value in the Topic CD column. The values in the data grid are read-only. The user may select a single entry in the data grid.

#### *9.13.1.2 Add Button*

The control allows the user to insert new Education Topic into the reference database. It is enabled when the dialog is active. The mnemonic for the button is "A".

#### *9.13.1.3 Edit Button*

The control allows the user to edit the Education Topic selected in the Education Topics data grid. It is enabled when an Education Topic record is highlighted. The mnemonic for the button is "E".

#### *9.13.1.4 Delete Button*

The control allows the user to delete the Education Topic selected in the Education Topics data grid. It is enabled when an Education Topic record is highlighted. The mnemonic for the button is "D".

#### *9.13.1.5 Close Button*

The Close button is enabled when the dialog is active. Characteristics for the Close button are defined in the [Consistencies](#) chapter.

### **9.13.2 Processing**

This section describes the processes (navigation) that take place as a result of actions taken on the Education Topic List dialog.

#### *9.13.2.1 Add Education Topic*

Upon selection of the Add button, the system creates a new (blank) Education Topic record and invokes the Update Education Topic dialog defined in this document.

#### *9.13.2.2 Edit Education Topic*

Upon selection of the Edit button, the system allows the user to edit the Education Topic record selected in the Education Topics data grid by invoking the Update Education Topic dialog defined in this document.



### ***9.13.2.3 Delete Education Topic***

Upon selection of the Delete button, the system determines whether the topic is associated with any participant, appointment, or calendar records in the database. If the topic is currently in use the system invokes a standard error message with the text "The selected topic is in use and cannot be deleted. Instead it can be made inactive by removing the check mark from the Active field." After the user closes this message, the system returns to the Education Topics List dialog without deleting the Education Topic.

If the topic is not associated with any records in the database, the system invokes a standard warning message with the text "Are you sure you want to delete the selected record?" The options "Yes" and "No" are available. If the user selects "Yes", the system deletes the selected Education Topic. The contents of the Education Topics data grid are refreshed. If the user selects No, the system returns to the Education Topics List dialog without deleting the Education Topic.



### 9.14 Update Education Topic Dialog

The Update Education Topic dialog accepts the information for an Education Topic. It is invoked in response to the following user actions:

- Selection of the Add button on the Education Topics dialog defined in this document
- Selection of the Edit button on the Education Topics dialog defined in this document

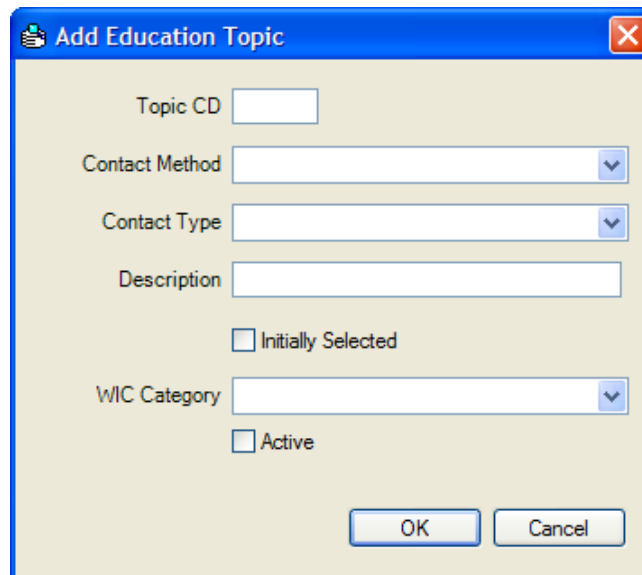
A screenshot of the 'Add Education Topic' dialog box. The dialog has a blue title bar with a document icon and a close button. The main area is light beige. It contains the following fields: 'Topic CD' (text box), 'Contact Method' (dropdown menu), 'Contact Type' (dropdown menu), 'Description' (text box), 'Initially Selected' (checkbox), 'WIC Category' (dropdown menu), and 'Active' (checkbox). At the bottom right are 'OK' and 'Cancel' buttons.

Figure 27 – Add Education Topic Dialog

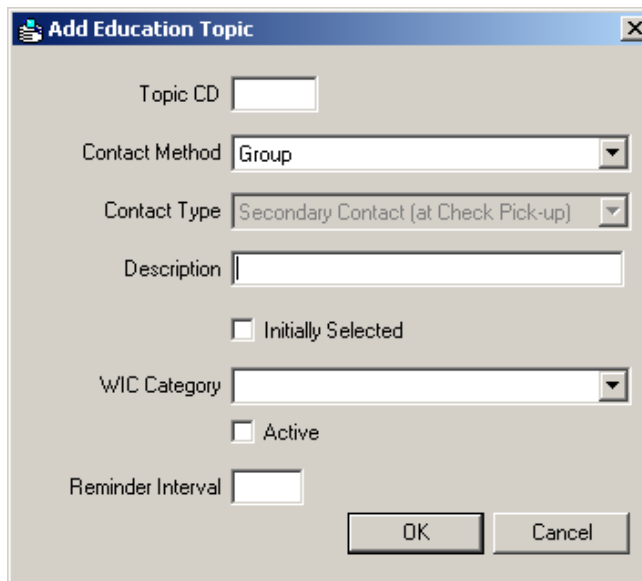
A screenshot of the 'Add Education Topic' dialog box with specific values entered. The 'Contact Method' dropdown is set to 'Group', and the 'Contact Type' dropdown is set to 'Secondary Contact (at Check Pick-up)'. The 'Initially Selected' checkbox is unchecked. The 'WIC Category' dropdown is empty. The 'Active' checkbox is unchecked. A new 'Reminder Interval' text box has been added at the bottom left. The 'OK' and 'Cancel' buttons are at the bottom right.

Figure 28.1 – Add Education Topic Dialog with Group Contact Method

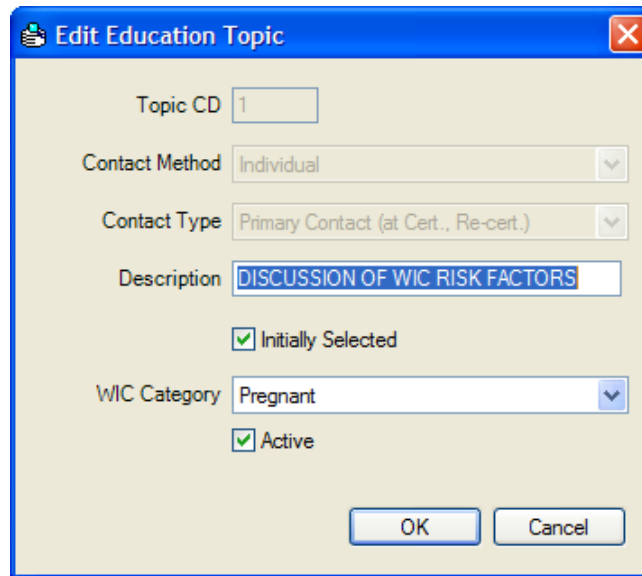


Figure 29 – Edit Education Topic Dialog

### 9.14.1 Controls

This section describes the behavior of the controls on the Update Education Topic dialog.

#### 9.14.1.1 Topic CD Text Box

The control accepts the unique code of the Education Topic. It is enabled when the dialog is in Add mode. It allows a maximum length of three (3) character(s) for the value. If the dialog is in Add mode, the control is initially blank (cleared). If the dialog is in Edit mode, the control is initially populated with the value stored in the database.

#### 9.14.1.2 Contact Method Drop-down List

The control allows the user to select the contact method for the education topic. It is enabled when the dialog is active. It is filled with the list of all education contact methods from the reference database. If the dialog is in Edit mode, the control is initially populated with the value stored in the database.

#### 9.14.1.3 Contact Type Drop-down List

The control allows the user to select the contact type for the education topic. It is enabled when the dialog is active. It is filled with the list of all education contact types from the reference database. If the dialog is in Edit mode, the control is initially populated with the value stored in the database.

The control is disabled when the contact method is Group Education Contact and it defaults to "Secondary".

#### ***9.14.1.4 Description Text Box***

The control accepts the description of the education topic. It is enabled when the dialog is active. It allows a maximum length of thirty (30) character(s) for the value. If the dialog is in Add mode, the control is initially blank (cleared). If the dialog is in Edit mode, the control is initially populated with the value stored in the database.

#### ***9.14.1.5 Initially Selected Check Box***

The control allows the user to indicate whether the education topic is initially selected when a new education contact is recorded for a participant. It is enabled when the dialog is active. If the dialog is in Add mode, the control is initially blank (cleared). If the dialog is in Edit mode, the control is initially populated with the value stored in the database.

#### ***9.14.1.6 WIC Category Drop-down List***

The control accepts the WIC Category for which the education topic is available. It is enabled when the dialog is active. It is filled with the list of all WIC Categories. No item is initially selected. If the dialog is in Edit mode, the control is initially populated with the value stored in the database.

#### ***9.14.1.7 Active Check Box***

The control allows the user to indicate that the education topic is active (displayed as a topic to be discussed) when a new education contact is recorded for a participant. It is enabled when the dialog is active. If the dialog is in Add mode, the control is initially blank (cleared). If the dialog is in Edit mode, the control is initially populated with the value stored in the database.

#### ***9.14.1.8 Button***

The OK button is enabled when the dialog is active (See the Processing section below). Characteristics for the OK button are defined in the [Consistencies](#) chapter.

#### ***9.14.1.9 Cancel Button***

The Cancel button is enabled when the dialog is active. Characteristics for the Cancel button are defined in the [Consistencies](#) chapter.

#### ***9.14.1.10 Reminder Interval Text Box***

This control accepts the number of days prior to an appointment that appointment reminder emails will be sent. It is visible when the Contact Method is Group. It allows the entry of numeric characters. Appointment reminder emails will be sent when the state business rule [APT\\_REMINDEREMAILENABLED](#) = "Y". If no data is entered, the reminder interval is set to the default value.

### 9.14.2 Processing

This section describes the processes (navigation) that take place as a result of actions taken on the Update Education Topic dialog.

#### 9.14.2.1 *Edit for Required Entry in Controls*

Upon selection of the OK button, the system checks that an entry is made in the following controls:

- Topic CD text box
- Description text box

If an entry is not made in an above-listed control, the system invokes a standard error message with the text "An entry is required for the {control label}".

Upon selection of the OK button, the system checks that a selection is made in the following controls:

- Contact Type drop-down list
- Contact Method drop-down list

If a selection is not made in an above-listed control, the system invokes a standard error message with the text "A selection is required in the {control label}".

#### 9.14.2.2 *Edit for Legitimate Values in Controls*

All values entered into the controls on the dialog are considered legitimate.

#### 9.14.2.3 *Perform Cross-Edits for Values Entered In Controls*

No controls on the dialog participate in cross-edits.

#### 9.14.2.4 *Save Values*

Upon successful completion of the above-listed edits, the system saves the values on the dialog to the database. If the dialog is in Add mode, an entry is added to the Education Topics data grid with the values on the dialog. If the dialog was in Edit mode, the selected entry is updated on the Education Topics data grid with the values on the dialog.

## 9.15 Agencies Dialog

The Agencies dialog allows the user to display and edit the information for agencies and clinics. It is invoked in response to the following user actions:

- Selection of the Agencies list item in the Reference Utility window described in this section.

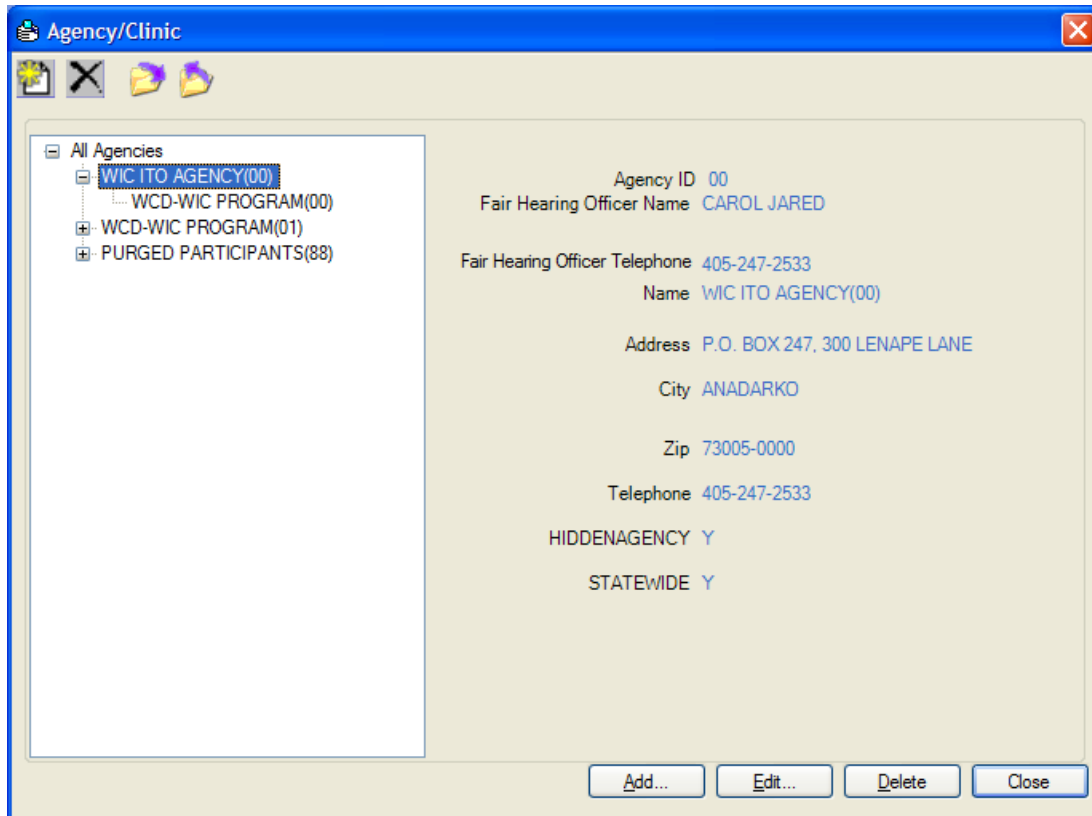


Figure 30 – Agencies Dialog

### 9.15.1 Agencies Toolbar



Figure 31 – Agencies Toolbar

#### 9.15.1.1 Add Toolbar Button

The control allows the user to add a new Agency or Clinic record. The toolbar button is enabled when the "All Agencies" or Agency tree view nodes are selected. The tooltip text is "Add Record".

#### 9.15.1.2 Delete Toolbar Button

The control allows the user to delete the selected Agency or Clinic record. The toolbar button is enabled when the Agency or Clinic tree view nodes are selected. The tooltip text is "Delete Record".

#### ***9.15.1.3 Expand All Toolbar Button***

The control allows the user to expand all the nodes displayed in the Agencies tree view control. It is enabled when the dialog is active. The tooltip text is "Expand All".

#### ***9.15.1.4 Collapse All Toolbar Button***

The control allows the user to collapse all the nodes displayed in the Agencies tree view control. Only the "All Agencies" node remains expanded. It is enabled when the dialog is active. The tooltip text is "Collapse All"

### **9.15.2 Controls**

#### ***9.15.2.1 Agencies Tree View***

The control allows the user to view all the agencies and clinics. It is enabled when the dialog is active. It has the following hierarchical structure of nodes:

(All Agencies) Root Node

|

|\_Agency Node

|

|\_Clinic Node

|\_Clinic Node

The data values in the tree view control are read-only. The tree is single select.

#### ***9.15.2.2 All Agencies Root Tree View Node***

This node of the Agencies tree view allows the user to view all the agencies. The node displays the text "All Agencies".

#### ***9.15.2.3 Agency Tree View Node***

This node of the Agencies tree view allows the user to view the agencies defined by the reference database. Each node displays text in the following format: {Agency Name} ({Agency ID}). The nodes are sorted in ascending order by ID.

#### ***9.15.2.4 Clinic Tree View Node***

This node of the Agencies tree view allows the user to view the clinics associated with an agency. Each node displays text in the following format: {Service Site Name} ({Service Site ID}). The nodes are sorted in ascending order by ID.



#### 9.15.2.5 Agency Detail View

The Agency detail view is displayed when an Agency tree view node is selected.

The screenshot shows a light beige dialog box with the following text labels and values:

- Agency ID 00
- Fair Hearing Officer Name CAROL JARED
- Fair Hearing Officer Telephone 405-247-2533
- Name WIC ITO AGENCY(00)
- Address P.O. BOX 247, 300 LENAPE LANE
- City ANADARKO
- Zip 73005-0000
- Telephone 405-247-2533
- HIDDENAGENCY Y
- STATEWIDE Y

**Figure 32 – Agencies Dialog – Agency Detail**

##### 9.15.2.5.1 Agency ID Text Label and Value

The text and value labels allow the user to view the ID of the agency associated with the selected tree view node. The value label displays the Agency ID in the inverse color of the form.

##### 9.15.2.5.2 Name Text Label and Value

The text and value labels allow the user to view the name of the agency associated with the selected tree view node. The value label displays the name in the inverse color of the form.

##### 9.15.2.5.3 Fair Hearing Officer Name Text Label and Value (Available by State Business Rule)

The text and value labels allow the user to view the name of the fair hearing officer for the agency associated with the selected tree view node. It is displayed if the state business rule TBD = "Y". The value label displays the Name of the Fair Hearing Officer in the inverse color of the form.

#### 9.15.2.5.4 Fair Hearing Officer Telephone Text Label and Value (Available by State Business Rule)

The text and value labels allow the user to view the telephone number of the fair hearing officer for the agency associated with the selected tree view node. It is displayed if the state business rule TBD = "Y". The value label displays the Telephone number of the Fair Hearing Officer in the inverse color of the form.

#### 9.15.2.5.5 Address Text Label and Value

The text and value labels allow the user to view the address of the agency associated with the selected tree view node. The value label displays the address in the inverse color of the form.

#### 9.15.2.5.6 City Text Label and Value

The text and value labels allow the user to view the city of the agency associated with the selected tree view node. The value label displays the city in the inverse color of the form.

#### 9.15.2.5.7 Zip Text Label and Value

The text and value labels allow the user to view the ZIP code of the agency associated with the selected tree view node. The value label displays the ZIP code in the following format in the inverse color of the form: "#####-####".

#### 9.15.2.5.8 Telephone Text Label and Value

The text and value labels allow the user to view the telephone number of the agency associated with the selected tree view node. The value label displays the telephone number in the following format in the inverse color of the form: "###-###-####".

#### 9.15.2.6 Clinic Detail View

The Clinic detail view is displayed when a Clinic tree view node is selected.



The screenshot shows a form titled "Agencies Dialog - Clinic Detail" with the following fields and values:

Field	Value
Agency ID	WIC ITO AGENCY(00)
Clinic ID	00
County	CADD0 (008)
Area Code	405
Issuance Frequency	Tri-monthly (T)
Followup Method	Individual (1)
Followup Frequency	Tri-monthly (1)
Benefits Required	0
Default Language	English (3)
Clinic Name	WCD-WIC PROGRAM
Address 1	P.O. BOX 247, 300 LENAPE LANE
City	ANADARKO
Zip Code	73005
Telephone	405-247-2533
Email Address	
Food Delivery System	EBT
EBT Enabled	Yes
EBT Certified	No

**Figure 33 – Agencies Dialog – Clinic Detail**

##### 9.15.2.6.1 Agency ID Text Label and Value

The text and value labels allow the user to view the ID of parent agency for the clinic associated with the selected tree view node. The value label displays the Agency ID in the inverse color of the form.

##### 9.15.2.6.2 Clinic ID Text Label and Value

The text and value labels allow the user to view the ID of the Clinic associated with the selected tree view node. The value label displays the Clinic ID in the inverse color of the form.

##### 9.15.2.6.3 County Text Label and Value (Available by State Business Rule)

The text and value labels allow the user to view the County for the Clinic associated with the selected tree view node. It is displayed if the state business rule TBD = "Y". The value label displays the County Name and Health County ID in the inverse color of the form.

#### 9.15.2.6.4 Area Code Text Label and Value (Available by State Business Rule)

The text and value labels allow the user to view the Area Code for the Clinic associated with the selected tree view node. It is displayed if the state business rule TBD = "Y". The value label displays the area code in the inverse color of the form.

#### 9.15.2.6.5 Issuance Frequency Text Label and Value (Available by State Business Rule)

The text and value labels allow the user to view the Issuance Frequency for the Clinic associated with the selected tree view node. It is displayed if the state business rule TBD = "Y". The value label displays the Issuance Frequency description and ID in the inverse color of the form.

#### 9.15.2.6.6 Follow-up Method Text Label and Value (Available by State Business Rule)

The text and value labels allow the user to view the Follow-up Method for the Clinic associated with the selected tree view node. It is displayed if the state business rule TBD = "Y". The value label displays the Follow-up Method description and ID in the inverse color of the form.

#### 9.15.2.6.7 Follow-up Frequency Text Label and Value (Available by State Business Rule)

The text and value labels allow the user to view the Follow-up Frequency for the Clinic associated with the selected tree view node. It is displayed if the state business rule TBD = "Y". The value label displays the Follow-up Frequency description and ID in the inverse color of the form.

#### 9.15.2.6.8 Benefits Required Text Label and Value (Available by State Business Rule)

The text and value labels allow the user to view the number of benefits required for the Clinic associated with the selected tree view node. It is displayed if the state business rule TBD = "Y". The value label displays the number of checks in the inverse color of the form.

#### 9.15.2.6.9 Default Language Text Label and Value (Available by State Business Rule)

The text and value labels allow the user to view the Default Language for the Clinic associated with the selected tree view node. It is displayed if the state business rule TBD = "Y". The value label displays the language description and ID in the inverse color of the form.

#### 9.15.2.6.10 Clinic Name Text Label and Value

The text and value labels allow the user to view the name of the Clinic associated with the selected tree view node. The value label displays the name in the inverse color of the form.

#### 9.15.2.6.11 Address 1 Text Label and Value

The text and value labels allow the user to view the address of the Clinic associated with the selected tree view node. The value label displays the address in the inverse color of the form.

#### 9.15.2.6.12 City Text Label and Value

The text and value labels allow the user to view the city of the Clinic associated with the selected tree view node. The value label displays the city in the inverse color of the form.

#### 9.15.2.6.13 Zip Text Label and Value

The text and value labels allow the user to view the ZIP code of the Clinic associated with the selected tree view node. The value label displays the ZIP code in "#####-####" format in the inverse color of the form.

#### 9.15.2.6.14 Telephone Text Label and Value

The text and value labels allow the user to view the telephone number of the Clinic associated with the selected tree view node. The value label displays the telephone number in "###-###-####" format in the inverse color of the form.

#### 9.15.2.6.15 E-mail Text Label and Value

The text and value labels allow the user to view the e-mail address of the Clinic associated with the selected tree view node. The value label displays the e-mail address in the inverse color of the form.

#### 9.15.2.6.16 Food Delivery System Text Label and Value

The text and value labels allow the user to view the food delivery system employed by the Clinic associated with the selected tree view node. The value label displays the e-mail address in the inverse color of the form.

#### 9.15.2.6.17 EBT Enabled Text Label and Value

The text and value labels allow the user to view a "Yes" or a "No" value that indicates whether the Clinic associated with the selected tree view node has EBT selected as the Food Delivery System. The value label displays the "Yes" or "No" in the inverse color of the form.

#### 9.15.2.6.18 EBT Certified Text Label and Value

The text and value labels allow the user to view a "Yes" or a "No" value that indicates whether the Clinic associated with the selected tree view node is certified to use the EBT Food Delivery System. The value label displays the "Yes" or "No" in the inverse color of the form.

#### 9.15.2.7 Add Button

The control allows the user to add a new agency or clinic record to the database. The type of record to be added is determined by the type of tree view node selected:

Tree View Node	Record
"All Agencies"	Agency
Agency	Clinic

It is enabled when the "All Agencies" or Agency tree view node is selected. The mnemonic for the button is "A".

#### 9.15.2.8 Edit Button

The control allows the user to edit an existing agency or Clinic record. The type of record to be edited is determined by the type of tree view node selected. It is enabled when an Agency or Clinic tree view node is selected. The mnemonic for the button is "E".

#### 9.15.2.9 Delete Button

The control allows the user to delete the record associated with the selected node in the Agencies tree view control. It is enabled when an Agency or Clinic tree view node is selected. The mnemonic for the button is "D".

#### 9.15.2.10 Close Button

The Close button is enabled when the dialog is active. Characteristics for the Close button are defined in the [Consistencies](#) chapter.

### 9.15.3 Processing

#### 9.15.3.1 Add Agency

Upon selection of the Add button or the Add toolbar button when the "All Agencies" tree view node is selected, the system creates a new (blank) agency record and invokes the Update Agency dialog described in this section.

#### 9.15.3.2 Edit Agency

Upon selection of the Edit button when an Agency tree view node is selected the system allows the user to edit the agency record by invoking the Update Agency dialog defined in this document.

### ***9.15.3.3 Delete Agency***

Upon selection of the Delete button or the Delete toolbar button when an Agency tree view node is selected, the system invokes a standard warning message with the text "Are you sure you want to delete {Agency Name} ({Agency ID})?" The options "Yes" and "No" are available. If the user selects "Yes", the system deletes the selected agency record and all child clinic records. The contents of the Agencies tree view are refreshed. If the user selects No, the system returns to the Agencies dialog without deleting the agency.

If the selected record is in use, a message is displayed stating, "This record is referenced elsewhere and cannot be deleted." Clicking OK on the message dialog returns the user to the Agencies dialog.

### ***9.15.3.4 Add Clinic***

Upon selection of the Add button or the Add toolbar button when an Agency tree view node is selected, the system creates a new (blank) Clinic record, sets the Agency ID to the ID of the selected agency, and invokes the Add Clinic dialog defined in this document.

### ***9.15.3.5 Edit Clinic***

Upon selection of the Edit button when a Clinic tree view node is selected, the system allows the user to edit the Clinic record by invoking the Edit Clinic dialog defined in this document.

### ***9.15.3.6 Delete Clinic***

Upon selection of the Delete button or the Delete toolbar button when a Clinic tree view node is selected, the system invokes a standard warning message with the text "Are you sure you want to delete {Service Site Name} ({Service Site ID})?" The options "Yes" and "No" are available. If the user selects "Yes", the system deletes the selected Clinic record. The contents of the Agencies tree view are refreshed. If the user selects No, the system returns to the Agencies dialog without deleting the Clinic.

If the selected record is in use, a message is displayed stating, "This record is referenced elsewhere and cannot be deleted." Clicking OK on the message dialog returns the user to the Agencies dialog.

If the selected record is the only Clinic record associated with the Agency record, deletion is not allowed. If attempted, a message is displayed stating, "Record {Clinic name/ID} cannot be deleted." Selecting OK dismisses the message and the user is returned to the Agencies dialog.

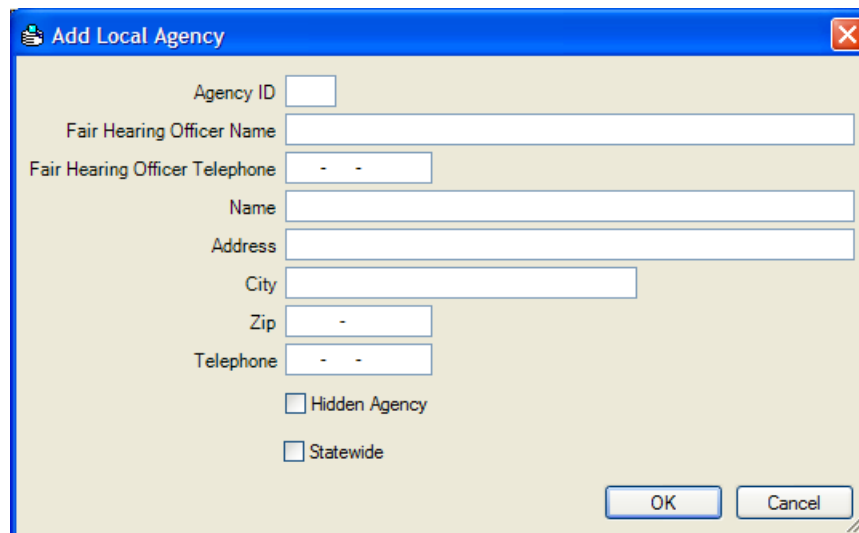




## 9.16 Update Agency Dialog

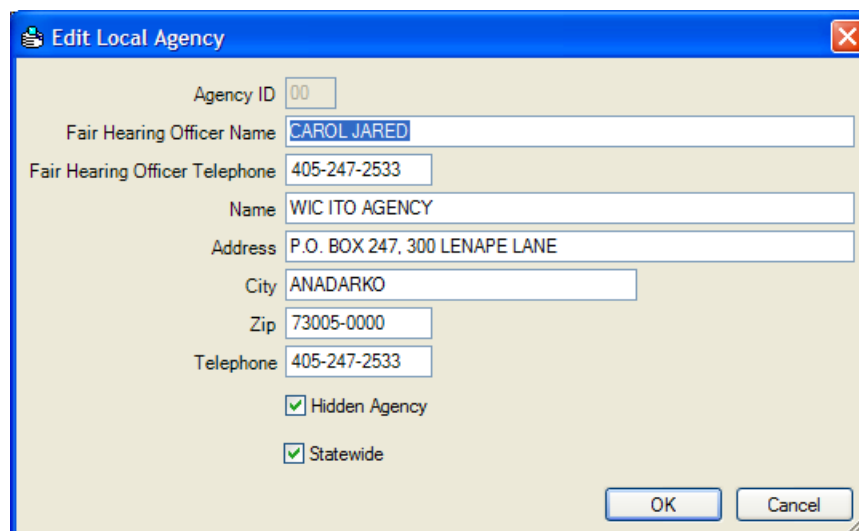
The Update Agency dialog accepts the information for an Agency. It is invoked in response to the following user actions:

- Selection of the Add button on the Agencies dialog defined in this document.
- Selection of the Add toolbar button on the Agencies dialog defined in this document.
- Selection of the Edit button on the Agencies dialog defined in this document



The 'Add Local Agency' dialog box is a standard Windows-style window with a blue title bar and a close button in the top right corner. It contains several text input fields for agency information: 'Agency ID', 'Fair Hearing Officer Name', 'Fair Hearing Officer Telephone' (with hyphens), 'Name', 'Address', 'City', 'Zip' (with a hyphen), and 'Telephone' (with hyphens). At the bottom, there are two checkboxes, 'Hidden Agency' and 'Statewide', both of which are currently unchecked. 'OK' and 'Cancel' buttons are located in the bottom right corner.

Figure 34 – Add Agency Dialog



The 'Edit Local Agency' dialog box is similar to the 'Add' dialog but contains pre-filled data. The 'Agency ID' field is filled with '00'. The 'Fair Hearing Officer Name' field contains 'CAROL JARED'. The 'Fair Hearing Officer Telephone' field contains '405-247-2533'. The 'Name' field contains 'WIC ITO AGENCY'. The 'Address' field contains 'P.O. BOX 247, 300 LENAPE LANE'. The 'City' field contains 'ANADARKO'. The 'Zip' field contains '73005-0000'. The 'Telephone' field contains '405-247-2533'. The 'Hidden Agency' and 'Statewide' checkboxes are both checked. 'OK' and 'Cancel' buttons are located in the bottom right corner.

Figure 35 – Edit Agency Dialog

### 9.16.1 Controls

This section describes the behavior of the controls on the Update Agency dialog.

#### 9.16.1.1 Agency ID Text Box

The control accepts the ID of the Agency. It is enabled when the dialog is in Add mode. It allows the entry of numeric characters. It allows a maximum length for the value that is determined by the value of the state business rule [AGENCY\\_SITE\\_LENGTH](#). If the dialog is in Add mode, the control is initially blank (cleared). If the dialog is in Edit mode, the control is initially populated with the value stored in the database.

The value is formatted with leading zeros when saved to the database.

#### 9.16.1.2 Fair Hearing Officer Name Text Box (Available by State Business Rule)

The control accepts the name of fair hearing officer for the Agency. It is visible and enabled when the dialog is active and the state business rule TBD = 'Y'. It allows the entry of alphabetic characters. Alphabetic characters are forced to upper case. It allows a maximum length of fifty (50) character(s) for the value. If the dialog is in Add mode, the control is initially blank (cleared). If the dialog is in Edit mode, the control is initially populated with the value stored in the database.

#### 9.16.1.3 Fair Hearing Officer Telephone Masked Edit Box (Available by State Business Rule)

The control accepts the telephone number of the fair hearing officer for the Agency. It is visible and enabled when the dialog is active and the state business rule TBD = 'Y'. It allows the entry of numeric characters. The mask for the box is "####-###-####". If the dialog is in Add mode, the control is initially blank (cleared). If the dialog is in Edit mode, the control is initially populated with the value stored in the database.

A complete phone number is required. A partial entry is not allowed. If any partial number is entered, an error message is produced.

#### 9.16.1.4 Name Text Box

The control accepts the name of the Agency. It is enabled when the dialog is in active. It allows the entry of alphabetic characters. It allows a maximum length of fifty (50) character(s) for the value. If the dialog is in Add mode, the control is initially blank (cleared). If the dialog is in Edit mode, the control is initially populated with the value stored in the database. Alphabetic characters are forced to upper case.

#### ***9.16.1.5 Address Text Box***

The control accepts the address of the Agency. It is enabled when the dialog is active. It allows the entry of alphabetic characters. It allows a maximum length of fifty (50) character(s) for the value. If the dialog is in Add mode, the control is initially blank (cleared). If the dialog is in Edit mode, the control is initially populated with the value stored in the database. Alphabetic characters are forced to upper case.

#### ***9.16.1.6 City Text Box***

The control accepts the city of the Agency. It is enabled when the dialog is active. It allows the entry of alphabetic characters. It allows a maximum length of thirty (30) character(s) for the value. If the dialog is in Add mode, the control is initially blank (cleared). If the dialog is in Edit mode, the control is initially populated with the value stored in the database. Alphabetic characters are forced to upper case.

#### ***9.16.1.7 ZIP Masked Edit Box***

The control accepts the ZIP code of the Agency. It is enabled when the dialog is active. It allows the entry of numeric characters. The mask for the box is "#####-####" to allow entry of a four digit ZIP extension, if known. If the dialog is in Add mode, the control is initially blank (cleared). If the dialog is in Edit mode, the control is initially populated with the value stored in the database.

A complete 5 or 9 digit ZIP code is required. If any part of the four digit extension is entered, the entire extension is required. If a partial ZIP code is entered, an error message is produced.

#### ***9.16.1.8 Telephone Masked Edit Box***

The control accepts the telephone of the Agency. It is enabled when the dialog is active. It allows the entry of numeric characters. The mask for the box is "###-###-####". If the dialog is in Add mode, the control is initially blank (cleared). If the dialog is in Edit mode, the control is initially populated with the value stored in the database.

A complete phone number is required. A partial entry is not allowed. If any partial number is entered, an error message is produced.

#### ***9.16.1.9 Hidden Agency Check Box***

The control allows the user to indicate whether the agency is a "hidden" agency. Hidden agencies are used internally and are excluded from agency lists. Uses include logical designations such as a transfer agency for inactive members or transfers within WIC or to CSFP, etc. It is enabled when the dialog is active. If the dialog is in Edit mode, the control is initially populated with the value stored in the database.

#### *9.16.1.10 State Wide Check Box*

The control allows the user to indicate that the agency is to be used internally as a statewide agency. It is enabled when the dialog is active. If the dialog is in Edit mode, the control is initially populated with the value stored in the database.

#### *9.16.1.11 OK Button*

The OK button is enabled when the dialog is active (See the Processing section below). Characteristics for the OK button are defined in the [Consistencies](#) chapter.

#### *9.16.1.12 Cancel Button*

The Cancel button is enabled when the dialog is active. Characteristics for the Cancel button are defined in the [Consistencies](#) chapter.

### **9.16.2 Processing**

This section describes the processes (navigation) that take place as a result of actions taken on the Update Agency dialog.

#### *9.16.2.1 Edit for Required Entry in Controls*

Upon selection of the OK button, the system checks that an entry is made in the following controls if they are enabled:

- Agency ID text box
- Fair Hearing Officer Name text box (available by state business rule)
- Fair Hearing Officer Telephone masked edit box (available by state business rule)
- Name text box
- Address text box
- City text box
- Zip masked edit box
- Telephone masked edit box

If an entry is not made in an above-listed control, the system invokes a standard error message with the text "An entry is required for the {control label}".

#### *9.16.2.2 Edit for Legitimate Values in Controls*

The system checks that a 5-digit or 9-digit ZIP code is entered into the ZIP Code masked edit box.

The system checks that a complete phone number is entered into the Telephone masked edit box.

#### *9.16.2.3 Perform Cross-Edits for Values Entered In Controls*

No controls on the Update Agency dialog participate in cross-edits.

#### ***9.16.2.4 Save Values***

Upon successful completion of the above-listed edits, the system saves the values on the Update Agency dialog to the database. If the Update Agency dialog is in Add mode, a node is added to the Agencies tree view with the values on the dialog. If the Update Agency dialog was in Edit mode, the selected node is updated on the Agencies tree view with the values on the dialog.



### 9.17 Update Clinic Dialog

The Update Clinic dialog provides the means to add a clinic record to an agency or update a clinic record for an agency.

It is invoked in response to the following user actions:

- Display the Agencies dialog defined in this document.
  - To add a clinic, select an agency in the Agencies tree list, and click Add (or click the Add toolbar button).
  - To edit a clinic, select a clinic in the Agencies tree list, and click Edit.

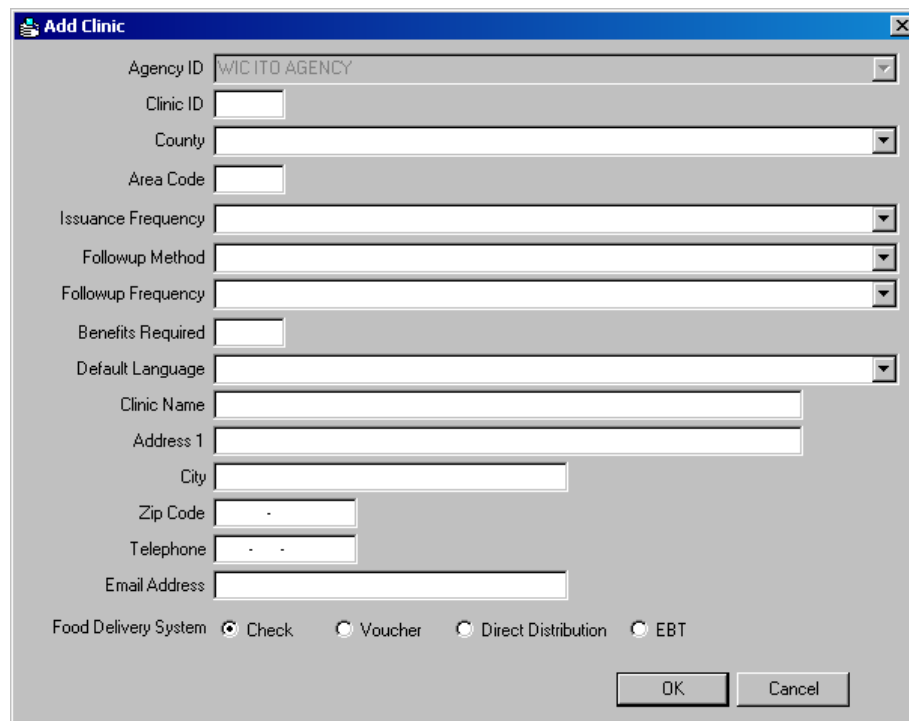
The image shows a Windows-style dialog box titled "Add Clinic". It contains several input fields and a group of radio buttons. The fields are: Agency ID (a dropdown menu showing "WIC ITO AGENCY"), Clinic ID (a text box), County (a dropdown menu), Area Code (a text box), Issuance Frequency (a dropdown menu), Followup Method (a dropdown menu), Followup Frequency (a dropdown menu), Benefits Required (a text box), Default Language (a dropdown menu), Clinic Name (a text box), Address 1 (a text box), City (a text box), Zip Code (a text box with a hyphen), Telephone (a text box with two hyphens), and Email Address (a text box). At the bottom, there is a group of radio buttons for "Food Delivery System" with options: Check (selected), Voucher, Direct Distribution, and EBT. There are "OK" and "Cancel" buttons at the bottom right.

Figure 36 – Add Clinic Dialog

**Edit Clinic**

Agency ID: WIC ITO AGENCY

Clinic ID: 00

County: PONTOTOC

Area Code:

Issuance Frequency:

Followup Method:

Followup Frequency:

Benefits Required: 0

Default Language:

Clinic Name: WIC ITO CLINIC

Address 1: P.O. BOX 1548, 520 E. ARLINGTON

City: ADA

Zip Code: 74820-

Telephone: 580-436-7255

Email Address:

Food Delivery System: ☒ Check ☐ Voucher ☐ Direct Distribution ☐ EBT

OK Cancel

**Figure 37 – Edit Clinic Dialog**

### 9.17.1 Controls

This section describes the behavior of the controls on the Update Clinic dialog.

#### 9.17.1.1 Agency ID Drop-down List

The control allows the user to view the ID of the parent Agency record. The drop-down list is disabled. If the dialog is in Add mode, it is populated with the Agency ID selected on the Agencies dialog. If the dialog is in Edit mode, the control is initially populated with the value stored in the database.

#### 9.17.1.2 Clinic ID Text Box

The control accepts the unique identification for the Clinic. It is enabled when the Update Clinic dialog is in Add mode. It allows a maximum length for the value that is determined by the value of the state business rule [AGENCY SITE LENGTH](#). Only numeric and alphabetic characters are allowed. If the dialog is in Add mode, the control is initially blank (cleared). If the dialog is in Edit mode, the control is initially populated with the value stored in the database.

If the control contains a numeric value, it is formatted with leading zeros when saved to the database.



#### ***9.17.1.3 County Drop-down List (Available by State Business Rule)***

The control allows the user to select the county of the Clinic. It is visible and enabled when the state business rule TBD = "Y". It displays all counties listed in the County table. If the dialog is in Add mode, the control is initially blank (cleared). If the dialog is in Edit mode, the control is initially populated with the value stored in the database.

#### ***9.17.1.4 Area Code Text Box (Available by State Business Rule)***

The control accepts the area code of the Clinic. It is visible and enabled when the state business rule TBD = "Y". It allows a maximum length of three (3) character(s) for the value. If the dialog is in Add mode, the control is initially blank (cleared). If the dialog is in Edit mode, the control is initially populated with the value stored in the database. The text box accepts the entry of numeric characters.

#### ***9.17.1.5 Issuance Frequency Drop-down List (Available by State Business Rule)***

The control allows the user to select the issuance frequency of the Clinic. It is visible and enabled when the state business rule TBD = "Y". It displays all issuance frequencies listed in the Reference Dictionary table. If the dialog is in Add mode, the control is initially blank (cleared). If the dialog is in Edit mode, the control is initially populated with the value stored in the database.

#### ***9.17.1.6 Follow-up Method Drop-down List (Available by State Business Rule)***

The control allows the user to select the follow-up method of the Clinic. It is visible and enabled when the state business rule TBD = "Y". It displays all follow-up methods listed in the Reference Dictionary table. If the dialog is in Add mode, the control is initially blank (cleared). If the dialog is in Edit mode, the control is initially populated with the value stored in the database.

#### ***9.17.1.7 Follow-up Frequency Drop-down List (Available by State Business Rule)***

The control allows the user to select the follow-up frequency of the Clinic. It is visible and enabled when the state business rule TBD = "Y". It displays all follow-up frequencies listed in the Reference Dictionary table. If the dialog is in Add mode, the control is initially blank (cleared). If the dialog is in Edit mode, the control is initially populated with the value stored in the database.

#### ***9.17.1.8 Benefits Required Text Box (Available by State Business Rule)***

The control accepts the number of benefits required for the Clinic. It is visible and enabled when the state business rule TBD = "Y". It allows a maximum length of four (4) character(s) for the value. If the dialog is in Add mode, the control is initially blank (cleared). If the dialog is in Edit mode, the control is initially populated with the value stored in the database. The text box accepts the entry of numeric characters.

#### ***9.17.1.9 Default Language Drop-down List (Available by State Business Rule)***

The control allows the user to select the default language of the Clinic. It is visible and enabled when the state business rule TBD = "Y". It displays all languages listed in the Reference Dictionary table. If the dialog is in Add mode, the control is initially blank (cleared). If the dialog is in Edit mode, the control is initially populated with the value stored in the database.

#### ***9.17.1.10 Clinic Name Text Box***

The control accepts the name of the Clinic. It is enabled when the dialog is active. It allows a maximum length of fifty (50) character(s) for the value. If the dialog is in Add mode, the control is initially blank (cleared). If the dialog is in Edit mode, the control is initially populated with the value stored in the database.

#### ***9.17.1.11 Address 1 Text Box***

The control accepts the address of the Clinic. It is enabled when the dialog is active. It allows a maximum length of fifty (50) character(s) for the value. If the dialog is in Add mode, the control is initially blank (cleared). If the dialog is in Edit mode, the control is initially populated with the value stored in the database.

#### ***9.17.1.12 City Text Box***

The control accepts the city of the Clinic. It is enabled when the dialog is active. It allows a maximum length of thirty (30) character(s) for the value. If the dialog is in Add mode, the control is initially blank (cleared). If the dialog is in Edit mode, the control is initially populated with the value stored in the database.

#### ***9.17.1.13 ZIP Masked Edit Box***

The control accepts the ZIP code of the Clinic. It is enabled when the dialog is active. It allows the entry of numeric characters. The mask for the box is "#####-#####" to allow entry of a four digit ZIP extension, if known. If the dialog is in Add mode, the control is initially blank (cleared). If the dialog is in Edit mode, the control is initially populated with the value stored in the database.

A complete 5 or 9 digit ZIP code is required. If any part of the four digit extension is entered, the entire extension is required. If a partial ZIP code is entered, an error message is produced.

#### *9.17.1.14 Telephone Masked Edit Box*

The control accepts the telephone of the Clinic. It is enabled when the dialog is active. It allows the entry of numeric characters. The mask for the box is "###-###-####". If the dialog is in Add mode, the control is initially blank (cleared). If the dialog is in Edit mode, the control is initially populated with the value stored in the database.

A complete phone number is required. A partial entry is not allowed. If any partial number is entered, an error message is produced.

#### *9.17.1.15 E-mail Text Box*

The control accepts the e-mail address of the Clinic. It is enabled when the dialog is active. It allows a maximum length of fifty (50) character(s) for the value. If the dialog is in Add mode, the control is initially blank (cleared). If the dialog is in Edit mode, the control is initially populated with the value stored in the database.

#### *9.17.1.16 Food Delivery System Radio Button Group*

The control allows the selection of the type of food distribution system employed by the clinic. It is enabled when the window is active. It includes the following options:

- Check
- Voucher
- Direct Distribution
- EBT

##### *9.17.1.16.1 Check Radio Button*

The control enables the Check food delivery system for the clinic when selected. It is enabled when the dialog is active if the [FI ENABLE DELIVERYSYSTEMTYPE CHECK](#) business rule is set to "Y" (YES).

##### *9.17.1.16.2 Voucher Radio Button*

The control enables the Voucher food delivery system for the clinic when selected. It is enabled when the dialog is active if the [FI ENABLE DELIVERYSYSTEMTYPE VOUCHER](#) business rule is set to "Y" (YES).

#### 9.17.1.16.3 Direct Distribution Radio Button

The control enables the Direct Distribution food delivery system for the clinic when selected. It is enabled when the dialog is active if the [FI ENABLE DELIVERYSYSTEMTYPE DISTRIBUTIONLIST](#) business rule is set to "Y" (YES).

#### 9.17.1.16.4 EBT Radio Button

The control enables the Electronic Benefit Transfer (EBT) food delivery system for the clinic when selected. It is enabled when the dialog is active if the [FI ENABLE DELIVERYSYSTEMTYPE EBT](#) business rule is set to "Y" (YES).

#### 9.17.1.17 OK Button

The OK button is enabled when the dialog is active (See the Processing section below). Characteristics for the OK button are defined in the [Consistencies](#) chapter.

#### 9.17.1.18 Cancel Button

The Cancel button is enabled when the dialog is active. Characteristics for the Cancel button are defined in the [Consistencies](#) chapter.

### 9.17.2 Processing

This section describes the processes (navigation) that take place as a result of actions taken on the Update Clinic dialog.

#### 9.17.2.1 Initialization

If the dialog is in Add mode:

- The left-most enabled radio button Food Delivery System radio button group is initially selected.

If the dialog is in Edit mode:

- The radio button selected in the Food Delivery System radio button group when the dialog was last processed is initially selected.

#### 9.17.2.2 Edit for Required Entry in Controls

Upon selection of the OK button, the system checks that an entry is made in the following controls:

- Clinic ID text box
- Area Code text box
- Checks Required text box
- Name text box
- Address text box
- City text box
- Zip masked edit box

- Telephone masked edit box

If an entry is not made in an above-listed control, the system invokes a standard error message with the text "An entry is required for the {control label}".

Upon selection of the OK button, the system checks that an entry is made in the following controls:

- County drop-down list
- Issuance Frequency drop-down list
- Follow-up Method drop-down list
- Follow-up Frequency drop-down list
- Introduce Juice drop-down list
- Introduce Cereal drop-down list
- Default Language drop-down list

If a selection is not made in an above-listed control, the system invokes a standard error message with the text "A selection is required in the {control label}".

#### *9.17.2.3 Edit for Legitimate Values in Controls*

The system checks that a 5-digit or 9-digit ZIP code is entered into the ZIP Code masked edit box.

The system checks that a complete phone number is entered into the Telephone masked edit box.

#### *9.17.2.4 Perform Cross-Edits for Values Entered In Controls*

No controls on the dialog participate in cross-edits.

#### *9.17.2.5 Save Values*

Upon successful completion of the above-listed edits, the system saves the values on the dialog to the database. If the dialog is in Add mode, a node is added to the Agencies tree view with the values on the dialog. If the dialog was in Edit mode, the selected node is updated on the Agencies tree view with the values on the dialog.

### 9.17.3 Data Map

Control Label	Table	Column	Business Rule
Food Delivery System (Checks)	ServiceSite	FoodDeliverySystemCheck: Set to Y if checked else N	
Food Delivery System (Vouchers)	ServiceSite	FoodDeliverySystemVoucher: Set to Y if checked else N	
Food Delivery System (Direct Distribution)	ServiceSite	FoodDeliverySystemDirectDist: Set to Y if checked else N	
Food Delivery System (EBT)	ServiceSite	FoodDeliverySystemEBT: Set to Y if checked else N	
Completed EBT Certification	ServiceSite	CompletedEBTCertification: Set to Y if checked else N = (No is Not Ready)	

## 9.18 Reference Dictionary Dialog

The Reference Dictionary dialog allows the user to edit and sort the values for various reference dictionary categories. It is invoked in response to the following user actions:

- Selection of the Reference Dictionary list item in the Reference Utility window defined in this document

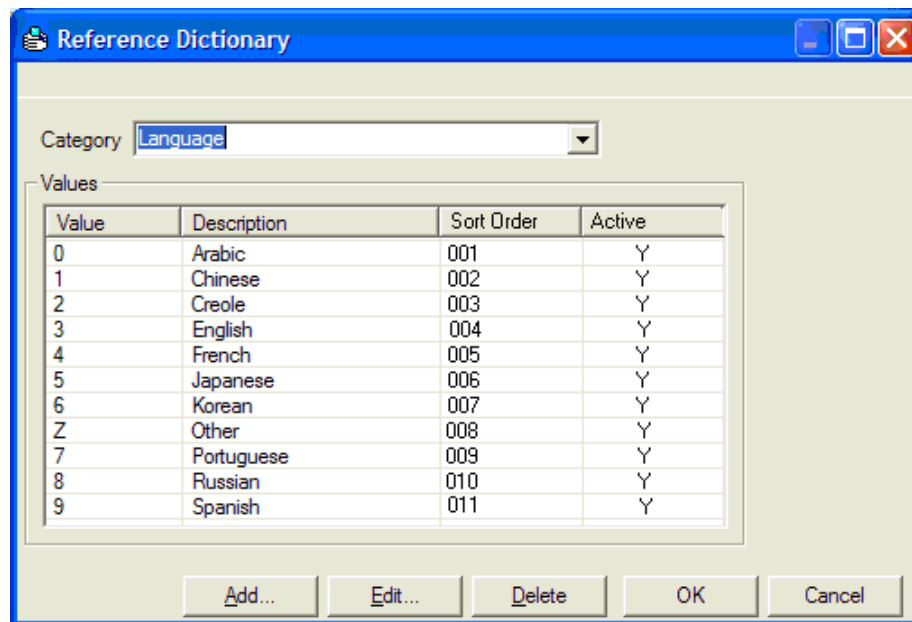


Figure 38 – Reference Dictionary Dialog

### 9.18.1 Controls

This section describes the behavior of the controls on the Reference Dictionary dialog.

#### 9.18.1.1 Category Drop-down List

The control accepts the reference dictionary category to be edited. It is enabled when the Reference Dictionary dialog is active. It contains an entry for each category where the RefDictionaryCategory.StateDefined value = "Y". The drop-down list is initially blank.

Upon a change of the entry selected in the Category drop-down list, the values on the Values data grid are refreshed to display the Category items specific to the selected category.

Upon a change in a category, if changes have been made to the category, the save function is invoked. A standard warning message displays with the following text: "Do you wish to save your changes?" The options of Yes, No and Cancel is available. If the user selects "Yes", changes made to the current category is saved before the new category is selected. If the user selects "No", changes made to the current category is discarded. If the user selects "Cancel", the new category is not selected and the user can continue to work with the selected category.

#### ***9.18.1.2 Values Data Grid***

The control allows the user to view the values in the reference dictionary assigned to the category selected in the Category drop-down list. It is enabled when the dialog is active. It includes the following columns:

- Value (ExternalID)
- Description
- Sort Order
- Active

An entry is added to the data grid for each record in the ReferenceDicationary table where the Category = ReferenceDicationary.Category and the Value represents ReferenceDictionary.ExternalID. The entries are sorted in the order of the Sort Order column. The entries are sorted and reordered upon a change to the Sort Order. The values on the data grid are read-only. Single selection is allowed. Multiple selections are not allowed.

If no values exist for the selected Category, the data grid is blank.

#### ***9.18.1.3 Add Button***

The control allows the user to insert a new value in Values data grid. It is enabled when a category in the Category drop-down list is selected. The mnemonic for the button is "E".

#### ***9.18.1.4 Edit Button***

The control allows the user to edit the selected value in the Values data grid. It is enabled when an enabled row is highlighted in the Values data grid. The mnemonic for the button is "E".

#### ***9.18.1.5 Delete Button***

The control allows the user to delete the selected value in the Values data grid. It is enabled when a row is highlighted in the Values data grid. The mnemonic for the button is "D".

#### ***9.18.1.6 OK Button***

The OK button is enabled when the dialog is active (See the Processing section below). Characteristics for the OK button are defined in the [Consistencies](#) chapter.



#### ***9.18.1.7 Cancel Button***

The Cancel button is enabled when the dialog is active. Characteristics for the Cancel button are defined in the [Consistencies](#) chapter.

### **9.18.2 Processing**

This section describes the processes (navigation) that take place as a result of actions taken on the Reference Dictionary dialog.

#### ***9.18.2.1 Add***

Upon selecting of the Add button, the system creates a new (blank) value record and invokes the Update Reference Dictionary Entry dialog defined in this document.

#### ***9.18.2.2 Edit***

Upon selection of the Edit button, the system allows the user to edit the value record selected in the Values data grid by invoking the Update Reference Dictionary Entry dialog defined in this document.

#### ***9.18.2.3 Delete***

Upon selection of the Delete button, the system invokes a standard warning message with the text "Are you sure you want to delete the selected record?" The options "Yes" and "No" are available. If the user selects "Yes", the system deletes the selected record. The contents of the data grid are refreshed. If the user selects No, the system returns to the Reference Dictionary dialog without deleting the record.

#### ***9.18.2.4 Edit for Required Entry in Controls***

No controls on the Reference Dictionary dialog are considered required.

#### ***9.18.2.5 Edit for Legitimate Values in Controls***

All values entered into the controls on the Reference Dictionary dialog are considered legitimate.

#### ***9.18.2.6 Perform Cross-Edits for Values Entered In Controls***

The system checks for duplicate Value entries. If the user enters two entries with the same Value, the error message "Value {value} appears more than once." The first entry containing the duplicate value is highlighted.

#### ***9.18.2.7 Save Values***

Upon successful completion of the above-listed edits, the system saves the values on the Reference Dictionary dialog to the ReferenceDictionary table in the database.



### 9.19 Update Reference Dictionary Entry Dialog

The Update Reference Dictionary Entry dialog accepts the value and description for an entry in the Reference Dictionary. It is invoked in response to the following user actions:

- Selection of the Add button on the Reference Dictionary dialog defined in this document.
- Selection of the Edit button on the Reference Dictionary dialog defined in this document.

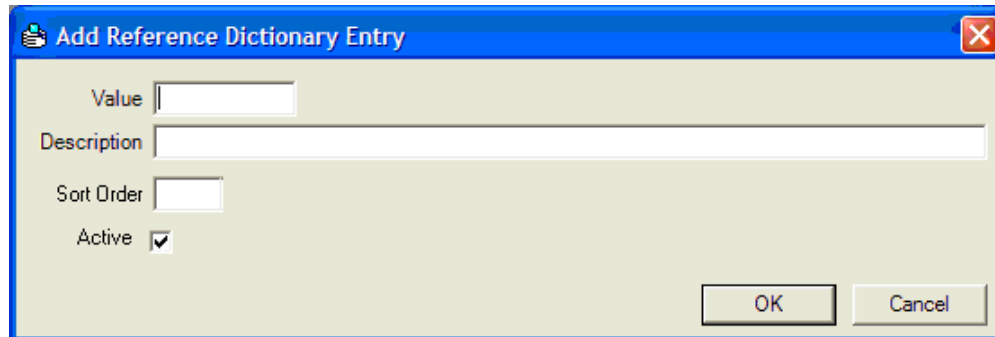
A screenshot of the 'Add Reference Dictionary Entry' dialog box. The dialog has a blue title bar with a red close button. It contains four input fields: 'Value' (a small text box), 'Description' (a larger text box), 'Sort Order' (a small text box), and 'Active' (a checked checkbox). At the bottom right are 'OK' and 'Cancel' buttons.

Figure 39 – Add Reference Dictionary Entry Dialog

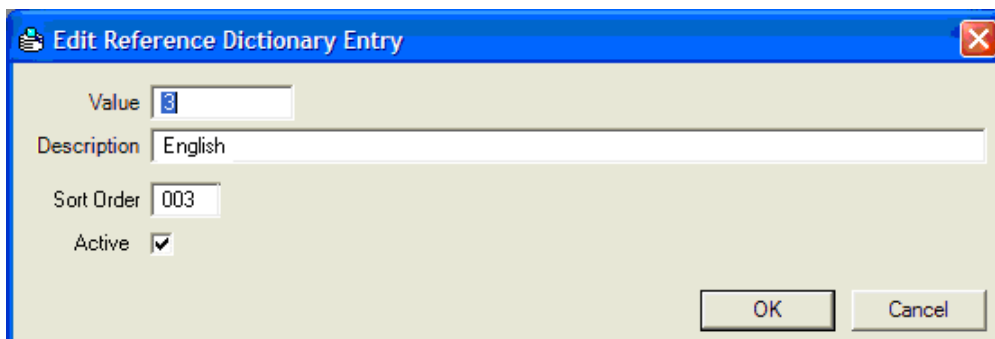
A screenshot of the 'Edit Reference Dictionary Entry' dialog box. The dialog has a blue title bar with a red close button. It contains four input fields: 'Value' (a small text box containing the number 8), 'Description' (a larger text box containing the text 'English'), 'Sort Order' (a small text box containing the text '003'), and 'Active' (a checked checkbox). At the bottom right are 'OK' and 'Cancel' buttons.

Figure 40 – Edit Reference Dictionary Entry Dialog

#### 9.19.1 Controls

This section describes the behavior of the controls on the Update Reference Dictionary Entry dialog.

##### 9.19.1.1 Value Text Box

The control accepts the value of the reference dictionary entry. It is enabled when the dialog is active and `ReferenceDictionary.SystemAssigned = "N"`. The characters for this control are defined by the value in the `RefDictionaryCategory.ValueType`. If the value is A, alphanumeric characters are allowed. If the value is N, only numeric characters are allowed. The length of the control is determined by the value in the `RefDictionaryCategory.ValueLength`. If the dialog is in Edit mode, the control is initially populated with the value stored in the database.

#### ***9.19.1.2 Description Text Box***

The control accepts the description of the reference dictionary entry. It is enabled when the dialog is active and ReferenceDictionary.SystemAssigned = "N". It allows a maximum length of sixty (60) character(s) for the value. If the dialog is in Add mode, the control is initially blank (cleared). If the dialog is in Edit mode, the control is initially populated with the value stored in the database.

#### ***9.19.1.3 Sort Order Masked Edit box***

The control accepts the sort order of the reference dictionary entry. It is enabled when the dialog is active. It allows a maximum length of three (3) numeric characters. If the dialog is in Add mode, the control is initially blank (cleared). If the dialog is in Edit mode, the control is initially populated with the value stored in the database.

#### ***9.19.1.4 Active Check Box***

The control allows the user to set the entry to active or inactive. It is enabled when the dialog is active and ReferenceDictionary.SystemAssigned = "N". If the dialog is in Add mode, it is initially checked. If the dialog is in Edit mode, the control is initially populated with the value stored in the database.

#### ***9.19.1.5 OK Button***

The OK button is enabled when the dialog is active (See the Processing section below). Characteristics for the OK button are defined in the [Consistencies](#) chapter.

#### ***9.19.1.6 Cancel Button***

The Cancel button is enabled when the dialog is active. Characteristics for the Cancel button are defined in the [Consistencies](#) chapter.

### **9.19.2 Processing**

This section describes the processes (navigation) that take place as a result of actions taken on the Update Reference Dictionary Entry dialog.

#### ***9.19.2.1 Edits***

Upon selection of the OK button, the system checks that an entry is made in the following controls:

- Value text box
- Description text box
- Sort Order

If an entry is not made in an above-listed control, the system invokes a standard error message with the text "An entry is required for the {control label}".

If any value is duplicated for a category, a message is displayed stating, "{Value} already exists". Upon exiting the message box, the user is returned to the Value text box to correct the entry.

#### 9.19.2.2 Saving the Data

Upon successful completion of the above-listed edits, the system saves the Reference Dictionary information. the system returns to the Reference Dictionary dialog and refresh the data grid. If the sort order is added or modified, the system resorts the entries. If the sort order is updated to an existing sort order, the subsequent sort order is incremented by one. For example, if an entry with a Sort Order value of "003" is added and an entry with the same Sort Order value exists for the category, the system saves the new entry with the specified Sort Order value of "003" and increments all equal or greater Sort Order values by one so that no Sort Order values are duplicated for any entries in the category.

#### 9.19.3 Data Map

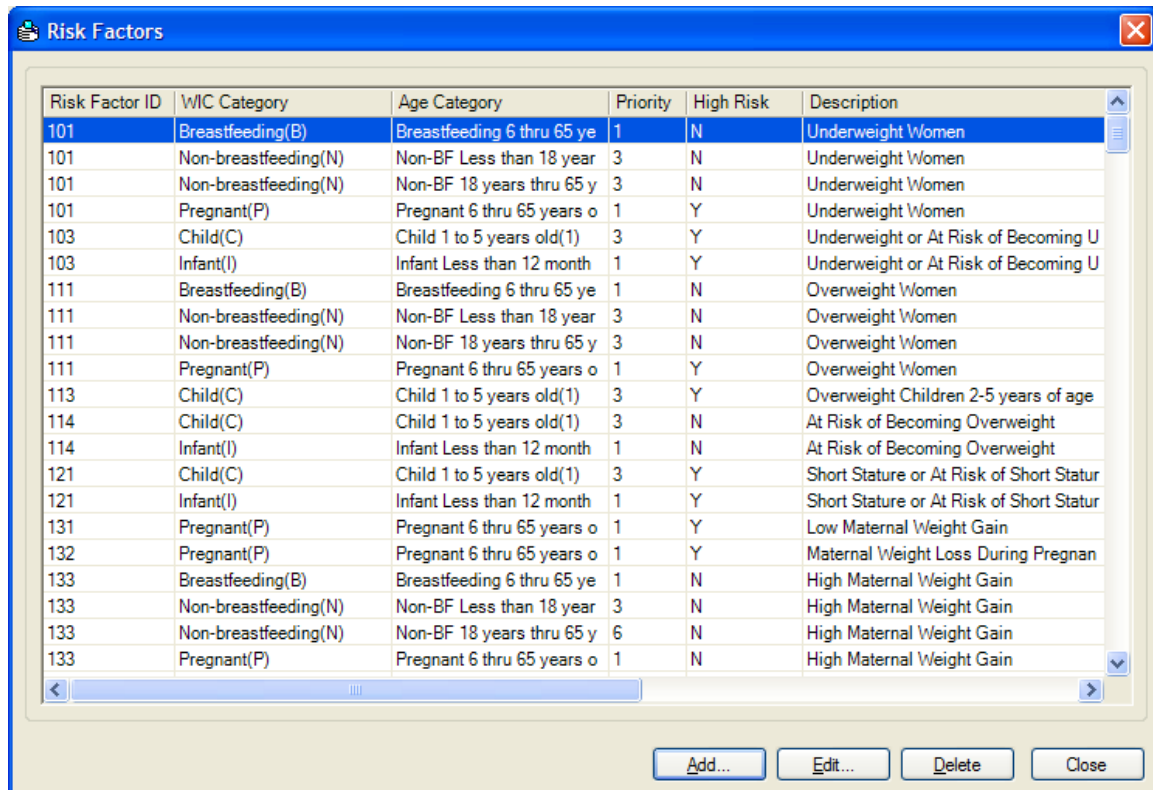
Control Label	Table	Column	Business Rule
Category	ReferenceDictionary	Category	
Value	ReferenceDictionary	ExternalID	
Description	ReferenceDictionary	Description	
Sort Order	ReferenceDictionary	SortOrder	
Active	ReferenceDictionary	Active	



## 9.20 Risk Factors Dialog

The Risk Factors dialog displays all the Risk Factor records in the reference database. It is invoked in response to the following user actions:

- Selection of the Risk Factors list item on the Reference Utility window defined in this document.



Risk Factor ID	WIC Category	Age Category	Priority	High Risk	Description
101	Breastfeeding(B)	Breastfeeding 6 thru 65 ye	1	N	Underweight Women
101	Non-breastfeeding(N)	Non-BF Less than 18 year	3	N	Underweight Women
101	Non-breastfeeding(N)	Non-BF 18 years thru 65 y	3	N	Underweight Women
101	Pregnant(P)	Pregnant 6 thru 65 years o	1	Y	Underweight Women
103	Child(C)	Child 1 to 5 years old(1)	3	Y	Underweight or At Risk of Becoming U
103	Infant(I)	Infant Less than 12 month	1	Y	Underweight or At Risk of Becoming U
111	Breastfeeding(B)	Breastfeeding 6 thru 65 ye	1	N	Overweight Women
111	Non-breastfeeding(N)	Non-BF Less than 18 year	3	N	Overweight Women
111	Non-breastfeeding(N)	Non-BF 18 years thru 65 y	3	N	Overweight Women
111	Pregnant(P)	Pregnant 6 thru 65 years o	1	Y	Overweight Women
113	Child(C)	Child 1 to 5 years old(1)	3	Y	Overweight Children 2-5 years of age
114	Child(C)	Child 1 to 5 years old(1)	3	N	At Risk of Becoming Overweight
114	Infant(I)	Infant Less than 12 month	1	N	At Risk of Becoming Overweight
121	Child(C)	Child 1 to 5 years old(1)	3	Y	Short Stature or At Risk of Short Statur
121	Infant(I)	Infant Less than 12 month	1	Y	Short Stature or At Risk of Short Statur
131	Pregnant(P)	Pregnant 6 thru 65 years o	1	Y	Low Maternal Weight Gain
132	Pregnant(P)	Pregnant 6 thru 65 years o	1	Y	Maternal Weight Loss During Pregnan
133	Breastfeeding(B)	Breastfeeding 6 thru 65 ye	1	N	High Maternal Weight Gain
133	Non-breastfeeding(N)	Non-BF Less than 18 year	3	N	High Maternal Weight Gain
133	Non-breastfeeding(N)	Non-BF 18 years thru 65 y	6	N	High Maternal Weight Gain
133	Pregnant(P)	Pregnant 6 thru 65 years o	1	N	High Maternal Weight Gain

Figure 41 – Risk Factors Dialog

### 9.20.1 Controls

This section describes the behavior of the controls on the dialog.

#### 9.20.1.1 Risk Factors Data Grid

The control allows the user to view all Risk Factor records. It is enabled when the dialog is active. It includes the following columns:

- Risk Factor ID
- WIC Category
- Age Category
- Priority
- High Risk
- Description
- Assignment Method

- Default Food Package ID
- DFP Priority
- Default Assessment
- Default Plan

An entry is added to the data grid for each Risk Factor record in the reference database. The records are initially ordered by the value in the Health Risk Factor ID column. The values in the data grid are read-only. The user may select a single entry in the data grid.

#### ***9.20.1.2 Add Button***

The control allows the user to insert new Risk Factor into the reference database. It is enabled when the dialog is active. The mnemonic for the button is "A".

#### ***9.20.1.3 Edit Button***

The control allows the user to edit the Risk Factor selected in the Risk Factors data grid. It is enabled when a Risk Factor record is highlighted. The mnemonic for the button is "E".

#### ***9.20.1.4 Delete Button***

The control allows the user to delete the Risk Factor selected in the Risk Factors data grid. It is enabled when a Risk Factor record is highlighted. The mnemonic for the button is "D".

#### ***9.20.1.5 Close Button***

The Close button is enabled when the Risk Factor List dialog is active. Characteristics for the Close button are defined in the [Consistencies](#) chapter.

### **9.20.2 Processing**

This section describes the processes (navigation) that take place as a result of actions taken on the dialog.

#### ***9.20.2.1 Add Risk Factor***

Upon selection of the Add button, the system creates a new (blank) Risk Factor record and invokes the Update Risk Factor dialog defined in this document.

#### ***9.20.2.2 Edit Risk Factor***

Upon selection of the Edit button, the system allows the user to edit the Risk Factor record selected in the Risk Factors data grid by invoking the Update Risk Factor dialog defined in this document.



### ***9.20.2.3 Delete Risk Factor***

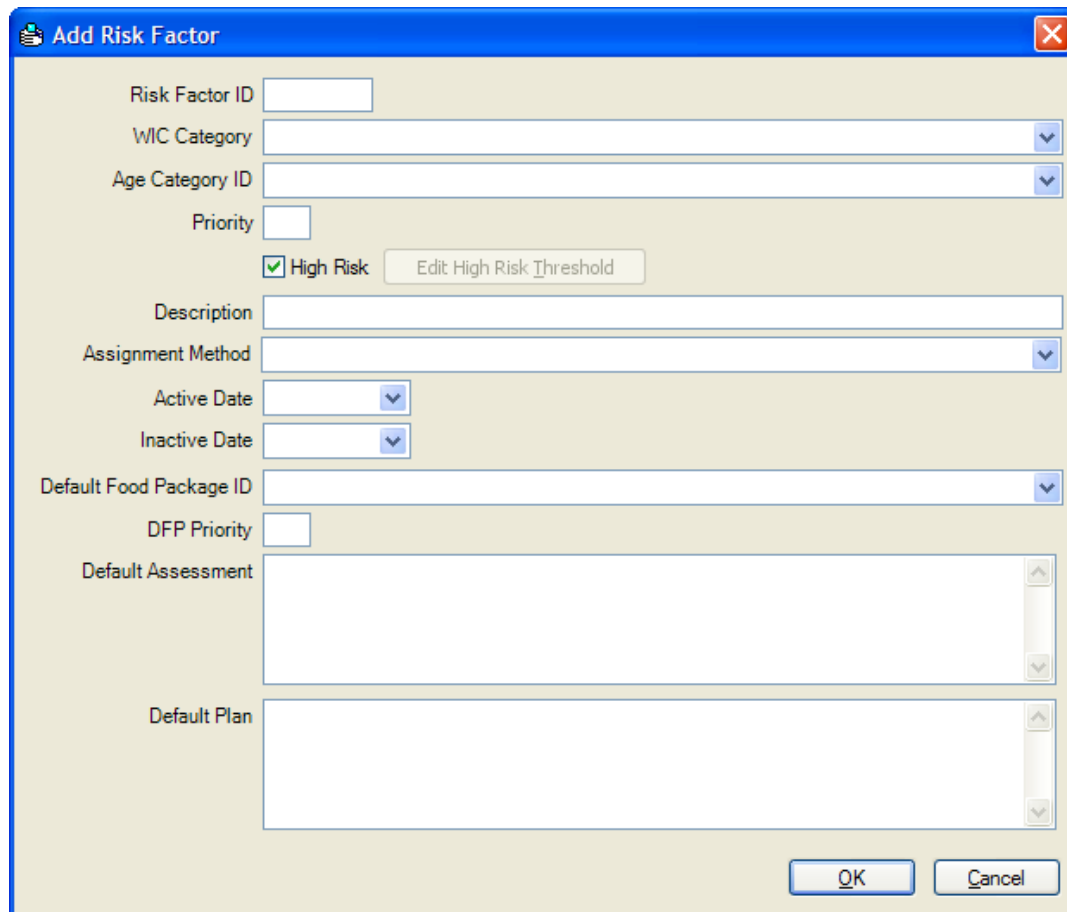
Upon selection of the Delete button, the system invokes a standard warning message with the text "Are you sure you want to delete the selected record?" The options "Yes" and "No" are available. If the user selects "Yes", the system deletes the selected Risk Factor. The contents of the Risk Factors data grid are refreshed. If the user selects No, the system returns to the Risk Factors List dialog without deleting the Risk Factor.



### 9.21 Update Risk Factor Dialog

The Update Risk Factor dialog accepts the information for a Risk Factor. It is invoked in response to the following user actions:

- Selection of the Add button on the Risk Factors dialog defined in this document
- Selection of the Edit button on the Risk Factors dialog defined in this document



The "Add Risk Factor" dialog box is a standard Windows-style window with a blue title bar and a close button in the top right corner. The main area has a light beige background. It contains several input fields and controls arranged vertically. At the bottom are "OK" and "Cancel" buttons.

Field/Control	Type
Risk Factor ID	Text input
WIC Category	Dropdown menu
Age Category ID	Dropdown menu
Priority	Text input
High Risk	Checked checkbox
Edit High Risk Threshold	Button
Description	Text input
Assignment Method	Dropdown menu
Active Date	Dropdown menu
Inactive Date	Dropdown menu
Default Food Package ID	Dropdown menu
DFP Priority	Text input
Default Assessment	Text area
Default Plan	Text area

Figure 42 – Add Risk Factor Dialog

**Edit Risk Factor**

Risk Factor ID: 101

WIC Category: Pregnant

Age Category ID: Pregnant 6 thru 65 years old

Priority: 1

☒ High Risk [Edit High Risk Threshold](#)

Description: Underweight Women

Assignment Method: System Assigned

Active Date: 09/13/2007

Inactive Date: 09/30/2999

Default Food Package ID: PREGNANT STANDARD

DFP Priority: 1

Default Assessment:

Default Plan:

OK Cancel

**Figure 43 – Edit Risk Factor Dialog**

### 9.21.1 Controls

This section describes the behavior of the controls on the dialog.

#### 9.21.1.1 Risk Factor ID Text Box

The control accepts the ID of the Risk Factor. It is enabled when the dialog is in Add mode. It allows a maximum length of six (6) alphanumeric characters. If the dialog is in Add mode, the control is initially blank (cleared). If the dialog is in Edit mode, the control is initially populated with the value stored in the database.

If the control contains a numeric value, it is formatted with leading zeros when saved to the database.

#### 9.21.1.2 WIC Category Drop-down List

The control accepts the WIC Category of the Risk Factor. It is enabled when the dialog is in Add mode. The list includes all WIC Categories. If the dialog is in Add mode, the control is initially blank (cleared). If the dialog is in Edit mode, the control is initially populated with the value stored in the database.

#### ***9.21.1.3 Age Category Drop-down List***

The control accepts the Age Category of the Risk Factor. It is enabled when the dialog is in Add mode. The list includes all Age Categories associated with the WIC Category as defined by the State. If the dialog is in Add mode, the control is initially blank (cleared). If the dialog is in Edit mode, the control is initially populated with the value stored in the database.

#### ***9.21.1.4 Breastfeeding Amount Drop-down List***

The control accepts the Breastfeeding Amount of the Risk Factor. It is enabled when the dialog is active. The list includes all breastfeeding amounts for risk factors where the ReferenceDictionary.Category = "BFAMOUNT". If the dialog is in Add mode, the control is initially blank (cleared). If the dialog is in Edit mode, the control is initially populated with the value stored in the database.

#### ***9.21.1.5 Priority Text Box***

The control accepts the priority of the Risk Factor. It is enabled when the dialog is active. It allows a maximum length of one (1) character. If the dialog is in Add mode, the control is initially blank (cleared). If the dialog is in Edit mode, the control is initially populated with the value stored in the database.

#### ***9.21.1.6 High Risk check box***

The control accepts the specification of high risk status for the risk factor. It is enabled when the dialog is active. If the dialog is in Add mode, the check box is initially cleared. If the dialog is in Edit mode, the control is initially populated with the value stored in the database.

##### ***9.21.1.6.1 Edit High Risk Threshold command button***

The command button allows the user to change the high risk threshold for the risk factor. The button is only enabled if the High Risk check box is selected and a high risk threshold formula exists for the risk factor. Upon selection of the Edit High Risk Threshold button, the system invokes the Edit High Risk Threshold dialog defined in this document.

#### ***9.21.1.7 Description Text Box***

The control accepts the description of the Risk Factor. It is enabled when the dialog is active. It allows a maximum length of sixty (60) character(s) for the value. If the dialog is in Add mode, the control is initially blank (cleared). If the dialog is in Edit mode, the control is initially populated with the value stored in the database.

#### *9.21.1.8 Assignment Method Drop-down List*

The control accepts the how the Risk Factor is assigned to a participant. It is enabled when the dialog is active. The list includes all assignment methods for risk factors where the ReferenceDictionary.Category = "RISKASSIGNMENTMETHOD". If the dialog is in Add mode, the control is initially blank (cleared). If the dialog is in Edit mode, the control is initially populated with the value stored in the database.

#### *9.21.1.9 Active Date Masked Edit Box*

The control accepts the date that the risk factor is active and available to be assigned to a participant. It is enabled when the dialog is active. It allows the entry of numeric characters. The mask for the box is "###/###/#####" to accept a date with a four digit year. If the dialog is in Edit mode, the control is initially populated with the value stored in the database.

#### *9.21.1.10 Inactive Date Masked Edit Box*

The control accepts the date when the risk factor is inactive and cannot be assigned to a participant. It is enabled when the dialog is active. It allows the entry of numeric characters. The mask for the box is "###/###/#####" to accept a date with a four digit year. If the dialog is in Edit mode, the control is initially populated with the value stored in the database.

#### *9.21.1.11 Default Food Package ID Drop-down List*

The control accepts the default food package ID of the Risk Factor. It is enabled when the dialog is active. The list includes all default food packages associated with the WIC Category. If the dialog is in Add mode, the control is initially blank (cleared). If the dialog is in Edit mode, the control is initially populated with the value stored in the database.

#### *9.21.1.12 DFP Priority Text Box*

The control accepts the DFP priority of the Risk Factor. It is enabled when the dialog is active. It allows a maximum length of one (1) character. If the dialog is in Add mode, the control is initially blank (cleared). If the dialog is in Edit mode, the control is initially populated with the value stored in the database.

#### *9.21.1.13 Default Assessment Text Box*

The control accepts the Default Assessment for the Risk Factor. It is enabled when the dialog is active. It allows a maximum length of four thousand (4,000) character(s) for the value. If the dialog is in Add mode, the control is initially blank (cleared). If the dialog is in Edit mode, the control is initially populated with the value stored in the database.

#### ***9.21.1.14 Default Plan Text Box***

The control accepts the Default Plan for the Risk Factor. It is enabled when the dialog is active. It allows a maximum length of four thousand (4,000) character(s) for the value. If the dialog is in Add mode, the control is initially blank (cleared). If the dialog is in Edit mode, the control is initially populated with the value stored in the database.

#### ***9.21.1.15 OK Button***

The OK button is enabled when the dialog is active (See the Processing section below). Characteristics for the OK button are defined in the [Consistencies](#) chapter.

#### ***9.21.1.16 Cancel Button***

The Cancel button is enabled when the dialog is active. Characteristics for the Cancel button are defined in the [Consistencies](#) chapter.

### **9.21.2 Processing**

This section describes the processes (navigation) that take place as a result of actions taken on the Update Risk Factor dialog.

#### ***9.21.2.1 Edit High Risk Threshold***

Upon selection of the Edit High Risk Threshold button, the system invokes the Edit High Risk Threshold dialog defined in this document.

#### ***9.21.2.2 Edit for Required Entry in Controls***

Upon selection of the OK button, the system checks that an entry is made in the following controls:

- Risk Factor ID text box
- Priority text box
- Description text box
- Active Date masked edit box
- Inactive Date masked edit box
- DFP Priority text box

If an entry is not made in an above-listed control, the system invokes a standard error message with the text "An entry is required for the {control label}".

Upon selection of the OK button, the system checks that a selection is made in the following controls:

- WIC Category drop-down list
- Age Category drop-down list
- Assignment Method drop-down list
- Default Food Package ID drop-down list

If a selection is not made in an above-listed control, the system invokes a standard error message with the text "A selection is required in the {control label}".

#### *9.21.2.3 Edit for Legitimate Values in Controls*

Upon successful completion of the above-listed edits, the system checks that the values entered into the controls are considered legitimate as follows:

- The value of the Active Date masked edit box must be a valid date in the format of MM/DD/CCYY. If an invalid date is entered, the system invokes a standard error message with the text "Invalid date entered."
- The value of the Inactive Date masked edit box must be a valid date in the format of MM/DD/CCYY. If an invalid date is entered, the system invokes a standard error message with the text "Invalid date entered."

#### *9.21.2.4 Perform Cross-Edits for Values Entered In Controls*

Upon successful completion of the above-listed edits, the system performs the following cross-edits:

- The value of the Inactive Date masked edit box must be greater than or equal to the value of the Active Date masked edit box. If the date entered in the Inactive Date masked edit box is less than the Active Date masked edit box, a standard message box is displayed with the message text "Active date must come before Inactive date."

#### *9.21.2.5 Save Values*

Upon successful completion of the above-listed edits, the system saves the values on the Update Risk Factor dialog to the database. If the Update Risk Factor dialog is in Add mode, an entry is added to the Risk Factors data grid with the values on the dialog. If the Update Risk Factor dialog was in Edit mode, the selected entry is updated on the Risk Factors data grid with the values on the dialog.



## 9.22 Edit High Risk Threshold Dialog

The Edit High Risk Threshold dialog displays all the high risk threshold records for the risk factor in the reference database. It is invoked in response to the following user actions:

- Selection of the Edit Threshold command button on the Edit Risk Factor dialog defined in this document.

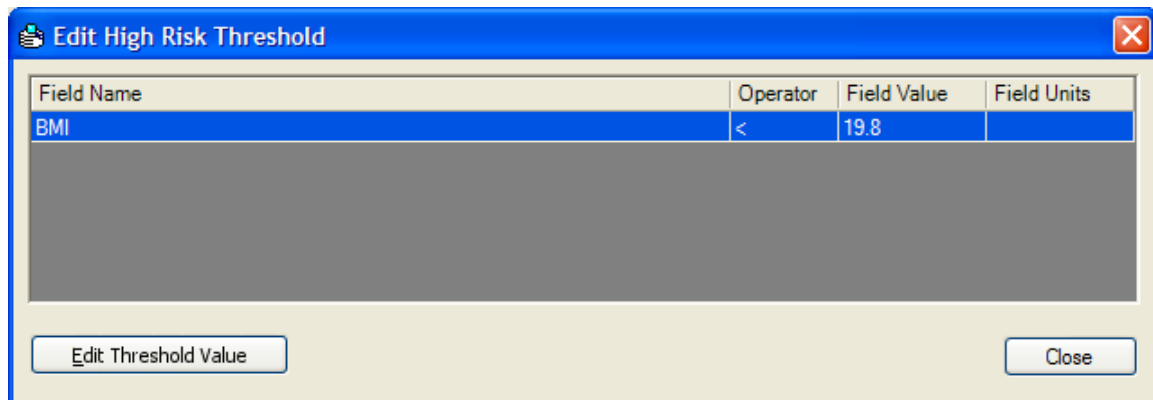


Figure 44 – Edit High Risk Threshold Dialog

### 9.22.1 Controls

This section describes the behavior of the controls on the dialog.

#### 9.22.1.1 Threshold Formula Data Grid

The control allows the user to view all High Risk Threshold Formula records. It is enabled when the dialog is active. It includes the following columns:

- Field Name
- Operator
- Field Value
- Field Units

An entry is added to the data grid for each High Risk Threshold Formula record in the RiskFactorThreshold table. The records are initially ordered by the value in the Field Name column. The values in the data grid are read-only. The user may select a single entry in the data grid.

#### 9.22.1.2 Edit Threshold Value Button

The control starts the process of editing the Field Value for a High Risk Threshold Formula selected in the Threshold Formula data grid. It is enabled when the dialog is active. The mnemonic for the button is "E".

#### 9.22.1.3 Close Button

The Close button is enabled when the dialog is active. Characteristics for the Close button are defined in the [Consistencies](#) chapter.

### **9.22.2 Processing**

This section describes the processes (navigation) that take place as a result of actions taken on the Store Type List dialog.

#### ***9.22.2.1 Edit Threshold Value***

Upon selection of the Edit Threshold Value button, the system allows the user to edit the threshold value for the high risk threshold formula selected in the Threshold Formula data grid by invoking the Edit Threshold Value dialog defined in this document.

### 9.23 Edit Threshold Value Dialog

The Edit Threshold Value dialog accepts the threshold value for a high risk threshold formula. It is invoked in response to the following user actions:

- Selection of the Edit Threshold Value button on the Edit High Risk Threshold dialog defined in this document.

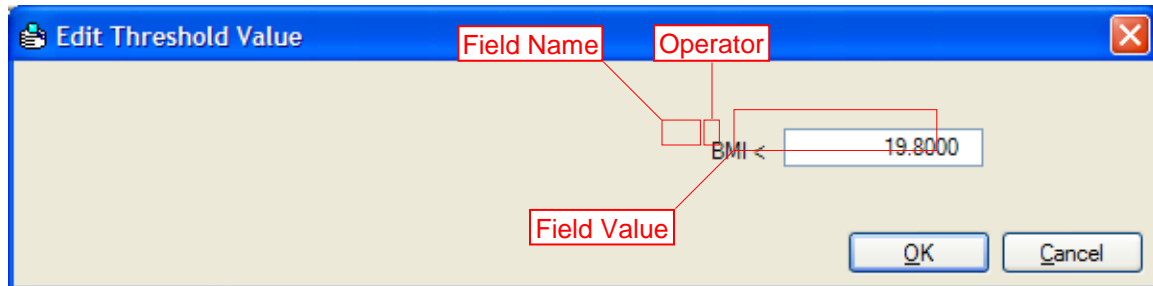


Figure 45 – Edit Threshold Value Dialog

#### 9.23.1 Controls

This section describes the behavior of the controls on the dialog.

##### 9.23.1.1 High Risk Threshold Field Name Text Label

The text label allows the user to view the field name in the high risk threshold formula.

##### 9.23.1.2 High Risk Threshold Operator Text Label

The text label allows the user to view the logical operator in the high risk threshold formula.

##### 9.23.1.3 High Risk Threshold Field Value Masked Edit Box

The masked edit box accepts the field value or threshold value in the high risk threshold formula. The mask on the box varies depending on the Field Name value. The box is enabled when the dialog is active.

##### 9.23.1.4 High Risk Threshold Field Units Text Label

The text label allows the user to view the field units or units of measure by which the threshold value is measured.

##### 9.23.1.5 OK Button

The OK button is enabled when the dialog is active (See the Processing section below). Characteristics for the OK button are defined in the [Consistencies](#) chapter.

##### 9.23.1.6 Cancel Button

The Cancel button is enabled when the dialog is active. Characteristics for the Cancel button are defined in the [Consistencies](#) chapter.

### **9.23.2 Processing**

This section describes the processes (navigation) that take place as a result of actions taken on the dialog.

#### ***9.23.2.1 Edit for Required Entry in Controls***

Upon selection of the OK button, the system checks that an entry is made in the following controls:

- Field Value masked edit box

If an entry is not made in an above-listed control, the system invokes a standard error message with the text "An entry is required for the {control label}".

#### ***9.23.2.2 Edit for Legitimate Values in Controls***

All values entered into the controls on the dialog are considered legitimate.

#### ***9.23.2.3 Perform Cross-Edits for Values Entered In Controls***

No controls on the dialog participate in cross-edits.

#### ***9.23.2.4 Save Values***

Upon successful completion of the above-listed edits, the system saves the values on the dialog to the database.

## 9.24 Store Types Dialog

The Store Types dialog displays all the Store Type records in the reference database. It is invoked in response to the following user actions:

- Selection of the Store Types list item on the Reference Utility window defined in this document.

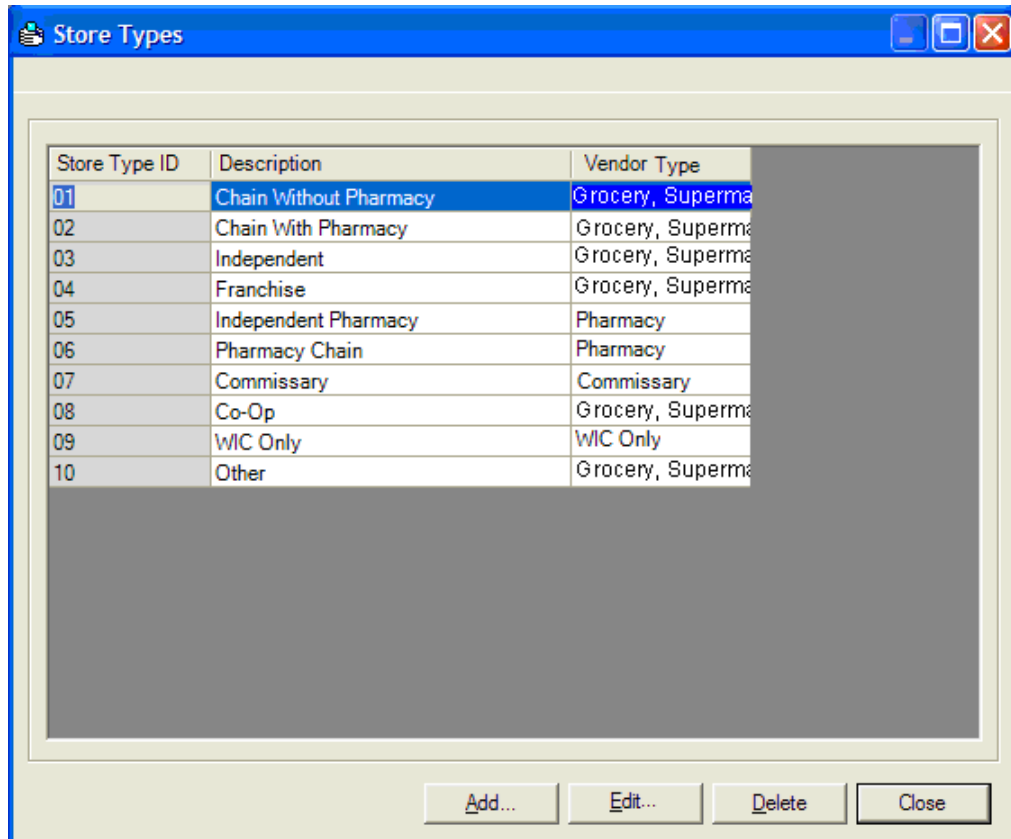


Figure 46 – Store Types Dialog

### 9.24.1 Controls

This section describes the behavior of the controls on the Store Type List dialog.

#### 9.24.1.1 Store Types Data Grid

The control allows the user to view all Store Type records. It is enabled when the dialog is active. It includes the following columns:

- Store Type ID
- Description
- Vendor Type

An entry is added to the data grid for each Store Type record in the StoreType table. The records are initially ordered by the value in the Store Type ID column. The values in the data grid are read-only. The user may select a single entry in the data grid.

#### ***9.24.1.2 Add Button***

The control allows the user to insert new Store Type into the StoreType Table. It is enabled when the dialog is active. The mnemonic for the button is "A".

#### ***9.24.1.3 Edit Button***

The control allows the user to edit the Store Type selected in the Store Type grid. It is enabled when a Store Type record is highlighted. The mnemonic for the button is "E".

#### ***9.24.1.4 Delete Button***

The control allows the user to delete the Store Type selected in the Store Type grid. It is enabled when a Store Type record is highlighted. The mnemonic for the button is "D".

#### ***9.24.1.5 Close Button***

The Close button is enabled when the dialog is active. Characteristics for the Close button are defined in the [Consistencies](#) chapter.

### **9.24.2 Processing**

This section describes the processes (navigation) that take place as a result of actions taken on the Store Type List dialog.

#### ***9.24.2.1 Add Store Type***

Upon selection of the Add button, the system creates a new (blank) Store Type record and invokes the Update Store Type dialog defined in this document.

#### ***9.24.2.2 Edit Store Type***

Upon selection of the Edit button, the system allows the user to edit the Store Type record selected in the Store Type grid by invoking the Update Store Type dialog defined in this document.

#### ***9.24.2.3 Delete Store Type***

Upon selection of the Delete button, the system invokes a standard warning message with the text "Are you sure you want to delete the selected record?" The options "Yes" and "No" are available. If the user selects "Yes", the system deletes the selected Store Type. The contents of the Store Type grid are refreshed. If the user selects No, the system returns to the Store Types List dialog without deleting the Store Type.

## 9.25 Update Store Type Dialog

The Update Store Type dialog accepts the information for a Store Type. It is invoked in response to the following user actions:

- Selection of the Add button on the Store Types dialog defined in this document
- Selection of the Edit button on the Store Types dialog defined in this document

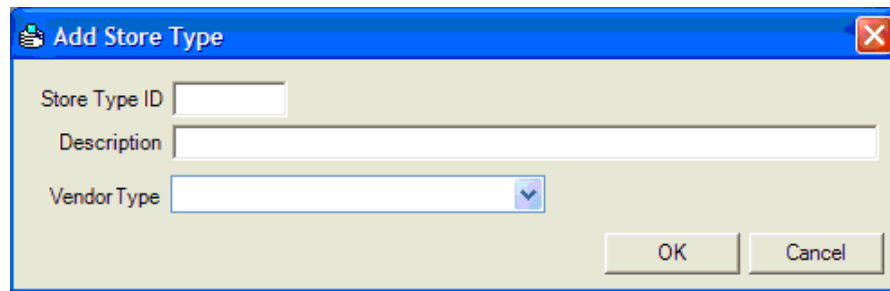
The image shows a Windows-style dialog box titled "Add Store Type". It has a blue title bar with a close button (X) in the top right corner. The dialog contains three input fields: "Store Type ID" (a text box), "Description" (a multi-line text area), and "Vendor Type" (a dropdown menu). At the bottom right, there are two buttons: "OK" and "Cancel".

Figure 47 – Add Store Type Dialog

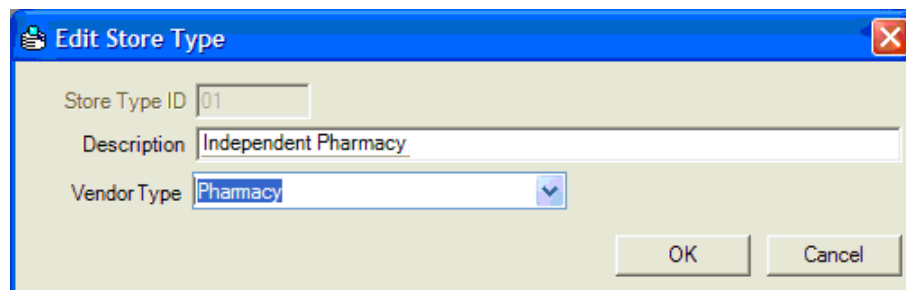
The image shows a Windows-style dialog box titled "Edit Store Type". It has a blue title bar with a close button (X) in the top right corner. The dialog contains three input fields: "Store Type ID" (a text box containing the value "01"), "Description" (a multi-line text area containing the text "Independent Pharmacy"), and "Vendor Type" (a dropdown menu showing "Pharmacy"). At the bottom right, there are two buttons: "OK" and "Cancel".

Figure 48 – Edit Store Type Dialog

### 9.25.1 Controls

This section describes the behavior of the controls on the Update Store Type dialog.

#### 9.25.1.1 Store Type ID Text Box

The control accepts the ID of the Store Type. It is enabled when the dialog is in Add mode. It allows a maximum length of two (2) character(s) for the value. If the dialog is in Add mode, the control is initially populated with the next available store ID. If the dialog is in Edit mode, the control is initially populated with the value stored in the database.

If the control contains a numeric value, it is formatted with leading zeros when saved to the database.

### ***9.25.1.2 Description Text Box***

The control accepts the name of the Store Type. It is enabled when the dialog is active. It allows a maximum length of fifty (50) character(s) for the value. If the dialog is in Add mode, the control is initially blank (cleared). If the dialog is in Edit mode, the control is initially populated with the value stored in the database.

### ***9.25.1.3 Vendor Type Drop-down List Box***

The control accepts the vendor type to indicate the Store Type is a pharmacy/commissary/WIC-only type used for the TIP and High Risk reporting. It is enabled when the dialog is active. It is filled with a list of vendor types from the Reference Dictionary Table of the lookup database category "INTERNALVNDRTYP". If the dialog is in Add mode, the control is initially blank (cleared). If the dialog is in Edit mode, the control is initially populated with the value stored in the database. The value is based on the Vendor-Store-Type field of the TIP Report file.

### ***9.25.1.4 OK Button***

The OK button is enabled when the dialog is active (See the Processing section below). Characteristics for the OK button are defined in the [Consistencies](#) chapter.

### ***9.25.1.5 Cancel Button***

The Cancel button is enabled when the dialog is active. Characteristics for the Cancel button are defined in the [Consistencies](#) chapter.

## **9.25.2 Processing**

This section describes the processes (navigation) that take place as a result of actions taken on the Update Store Type dialog.

### ***9.25.2.1 Edit for Required Entry in Controls***

Upon selection of the OK button, the system checks that an entry is made in the following controls:

- Store Type ID text box
- Description text box
- Vendor Type drop-down list box

If an entry is not made in an above-listed control, the system invokes a standard error message with the text "An entry is required for the {control label}".

### ***9.25.2.2 Edit for Legitimate Values in Controls***

All values entered into the controls on the Update Store Type dialog are considered legitimate.



#### ***9.25.2.3 Perform Cross-Edits for Values Entered In Controls***

No controls on the Update Store Type dialog participate in cross-edits.

#### ***9.25.2.4 Save Values***

Upon successful completion of the above-listed edits, the system saves the values on the Update Store Type dialog to the database. If the Update Store Type dialog is in Add mode, an entry is added to the Store Type grid with the values on the dialog. If the Update Store Type dialog was in Edit mode, the selected entry is updated on the Store Type grid with the values on the dialog.



## 9.26 State Use Questions/State Use Answers Dialog

The State Use Questions/State Use Answers dialog allows the user to display and edit the information for State Questions and Answers. It is invoked in response to the following user actions:

- Selection of the State Questions list item in the Reference Utility window defined in this document.

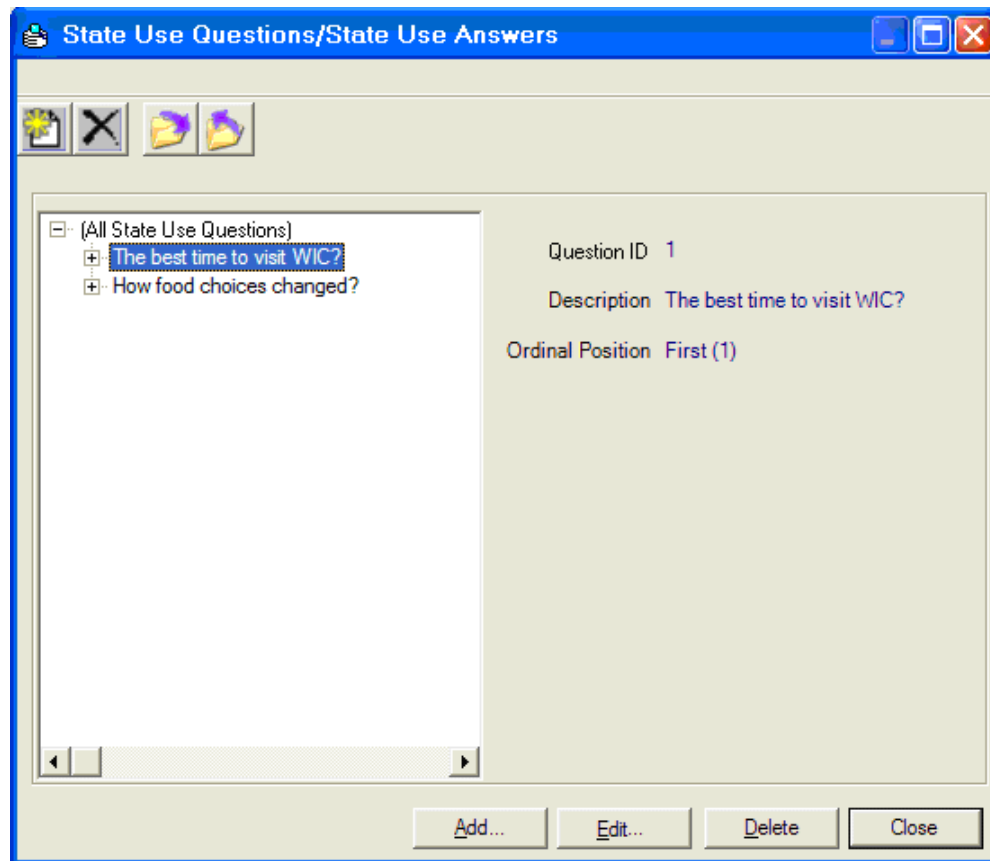


Figure 49 – State Use Questions/State Use Answers dialog

### 9.26.1 State Questions Toolbar

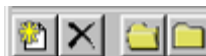


Figure 50 – State Questions Toolbar

#### 9.26.1.1 Add Toolbar Button

The control allows the user to add a new State Questions or State Answers. The toolbar button is enabled when the "All State Questions" or State Questions tree view nodes are selected. The tooltip text is "Add Record".

#### *9.26.1.2 Delete Toolbar Button*

The control allows the user to delete the selected State Questions or State Answer. It is enabled when the State Questions or State Answer tree view nodes are selected. The tooltip text is "Delete Record".

#### *9.26.1.3 Expand All Toolbar Button*

The control allows the user to expand all the nodes displayed in the State Questions tree view control. It is enabled when the dialog is active. The tooltip text is "Expand All"

#### *9.26.1.4 Collapse All Toolbar Button*

The control allows the user to collapse all the nodes displayed in the State Questions tree view control. Only the "All State Questions" node remains expanded. It is enabled when the dialog is active. The tooltip text is "Collapse All"

### **9.26.2 Controls**

#### *9.26.2.1 State Questions Tree View*

The control allows the user to view all the State Questions and State Answers. It is enabled when the dialog is active. It has the following hierarchical structure of nodes:

(All State Questions) Root Node

```
|
|_State Questions Node
| |
| |_State Answer Node
| |_State Answer Node
|
|_State Questions Node
|
|_State Answer Node
|_State Answer Node
```

The data values in the tree view control are read-only. The tree is single select.

#### *9.26.2.2 All State Questions Root Tree View Node*

This node of the State Questions tree view allows the user to view all the State Questions. The node displays the text "(All State Questions)".

#### 9.26.2.3 State Questions Tree View Node

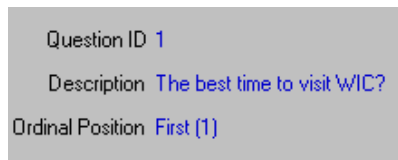
This node of the State Question tree view allows the user to view the State Questions defined by the reference database. Each node displays text in the following format: {Description} ({Question ID}). The nodes are sorted in ascending order by Ordinal Position.

#### 9.26.2.4 State Answer Tree View Node

This node of the State Questions tree view allows the user to view the State Answer associated with a State Question. Each node displays text in the following format: {Description} ({Value ID}). The nodes are sorted in ascending order by Value ID.

#### 9.26.2.5 State Question Detail View

The State Question detail view is displayed when a State Question tree view node is selected.



**Figure 51 – State Use Question dialog – State Question Detail**

#### 9.26.2.6 Question ID Text Label and Value

The text and value labels allow the user to view the ID of the State Question associated with the selected tree view node. The value label displays the Question ID in the inverse color of the form.

#### 9.26.2.7 Description Label and Value

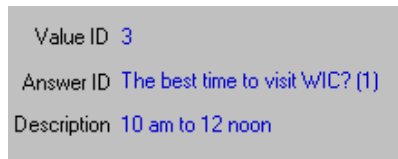
The text and value labels allow the user to view the description of the State Question associated with the selected tree view node. The value label displays the description in the inverse color of the form.

#### 9.26.2.8 Ordinal Position Label and Value

The text and value labels allow the user to view the ordinal position of the State Question associated with the selected tree view node. The value label displays the ordinal position in the inverse color of the form.

#### 9.26.2.9 State Answer Detail View

The State Answer detail view is displayed when a State Answer tree view node is selected.



**Figure 52 – State Use Question dialog – State Answer Detail**

#### **9.26.2.10 Value ID Text Label and Value**

The text and value labels allow the user to view the ID of the State Answer associated with the selected tree view node. The value label displays the ID in the inverse color of the form.

#### **9.26.2.11 Question ID Text Label and Value**

The text and value labels allow the user to view the ID of the parent State Question record associated with the selected tree view node. The value label displays the Question ID in the inverse color of the form.

#### **9.26.2.12 Description Text Label and Value**

The text and value labels allow the user to view the description of the State Answer associated with the selected tree view node. The value label displays the description in the inverse color of the form.

#### **9.26.2.13 Add Button**

The control allows the user to add a new State Question, State Answer or local municipality record to the database. The type of record to be added is determined by the type of tree view node selected:

Tree View Node	Record
"All State Question"	State Question
State Question	State Answers

It is enabled when the "All State Question" or State Question tree view node is selected. The mnemonic for the button is "A".

#### **9.26.2.14 Edit Button**

The control allows the user to edit a new State Question or State Answer record. The type of record to be edited is determined by the type of tree view node selected. It is enabled when the State Question or State Answer tree view node is selected. The mnemonic for the button is "E".

#### **9.26.2.15 Delete Button**

The control allows the user to delete the record associated with the selected node in the State Question tree view control. It is enabled when a State Question or State Answer tree view node is selected. The mnemonic for the button is "D".

#### ***9.26.2.16 Close Button***

The Close button is enabled when the dialog is active. Characteristics for the Close button are defined in the [Consistencies](#) chapter.

### **9.26.3 Processing**

#### ***9.26.3.1 Add State Question***

Upon selection of the Add button or the Add toolbar button when the "All State Questions" tree view node is selected, the system creates a new (blank) State Question record, sets the Question ID to the next available ID number, and invokes the Update State Use Question dialog defined in this document.

#### ***9.26.3.2 Edit State Question***

Upon selection of the Edit button when a State Question tree view node is selected, the system allows the user to edit the State Question record by invoking the Update State Use Question dialog defined in this document.

#### ***9.26.3.3 Delete State Question***

Upon selection of the Delete button or the Delete toolbar button when a State Question tree view node is selected, the system invokes a standard warning message with the text "Are you sure you want to delete {Description} ({Question ID})?" The options "Yes" and "No" are available. If the user selects Yes, the system deletes the selected State Question record and all child State Answer records. The contents of the State Questions tree view are refreshed. If the user selects No, the system returns to the State Use Questions/State Use Answers dialog without deleting the State Question.

#### ***9.26.3.4 Add State Answer***

Upon selection of the Add button or the Add toolbar button when a State Question tree view node is selected, the system creates a new (blank) State Answer record, set the Question ID field to the ID of the selected State Question, sets the Value ID field to the next available ID number, and invokes the Update State Use Answer dialog defined in this document.

#### ***9.26.3.5 Edit State Answer***

Upon selection of the Edit command when a State Answer tree view node is selected, the system allows the user to edit the State Answer record by invoking the Update State Use Answer dialog defined in this document.

#### ***9.26.3.6 Delete State Answer***

Upon selection of the Delete button or the Delete toolbar button when a State Answer tree view node is selected, the system invokes a standard warning message with the text "Are you sure you want to delete {Description} ({Value ID})?" The options "Yes" and "No" are available. If the user selects "Yes", the system deletes all the selected State Answer record. The contents of the State Questions tree view are refreshed. If the user selects No, the system returns to the State Use Questions/State Use Answers dialog without deleting the State Answer.





## 9.27 Update State Use Question Dialog

The Update State Use Question dialog accepts the information for a State Question. It is invoked in response to the following user actions:

- Selection of the Add button when the All State Questions node is selected on the State Use Questions/State Use Answers dialog defined in this document.
- Selection of the Add toolbar button when the All State Questions node is selected on the State Use Questions/State Use Answers dialog defined in this document.
- Upon highlighting a question and selecting the Edit button on the State Use Questions/State Use Answers dialog defined in this document.

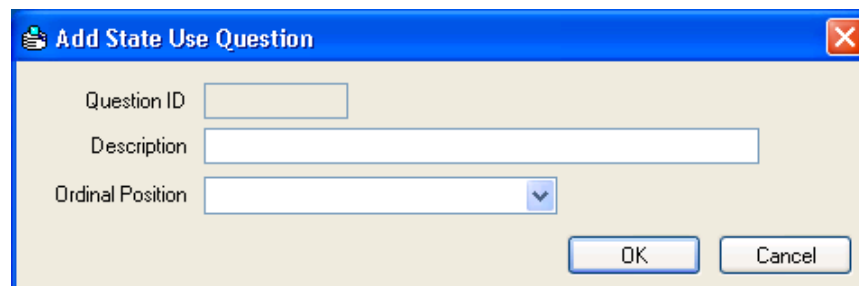
A screenshot of the 'Add State Use Question' dialog box. It has a blue title bar with a document icon and a close button. The dialog contains three input fields: 'Question ID' (a small text box), 'Description' (a larger text box), and 'Ordinal Position' (a dropdown menu). At the bottom right are 'OK' and 'Cancel' buttons.

Figure 53 – Add State Use Question Dialog

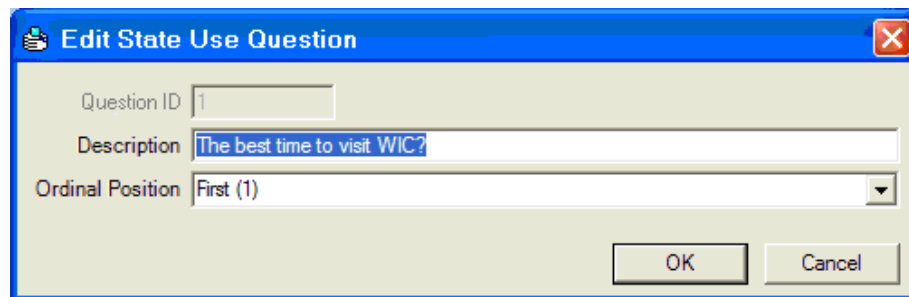
A screenshot of the 'Edit State Use Question' dialog box. It has a blue title bar with a document icon and a close button. The dialog contains three input fields: 'Question ID' (a small text box containing the value '1'), 'Description' (a larger text box containing the text 'The best time to visit WIC?'), and 'Ordinal Position' (a dropdown menu showing 'First (1)'). At the bottom right are 'OK' and 'Cancel' buttons.

Figure 54 – Edit State Use Question Dialog

### 9.27.1 Controls

This section describes the behavior of the controls on the Update State Use Question dialog.

#### 9.27.1.1 Question ID Text Box

The control allows the user to view the ID of the State Question. The text box is disabled when the dialog is displayed. If the dialog is in Add mode, it is initially blank, and the Question ID is automatically generated when OK is clicked. If the dialog is in Edit mode, the control is initially populated with the value stored in the database.

### ***9.27.1.2 Description Text Box***

The control accepts the description of the State Question. It is enabled when the dialog is active. It allows a maximum length of fifty (50) character(s) for the value. If the dialog is in Add mode, the control is initially blank (cleared). If the dialog is in Edit mode, the control is initially populated with the value stored in the database.

### ***9.27.1.3 Ordinal Position Drop-down List***

The control accepts the ordinal position of the State Question. It is enabled when the dialog is active. The drop-down list includes the following values:

- First (1)
- Second (2)
- Third (3)
- Fourth (4)
- Fifth (5)
- Sixth (6)
- Not Used (-1)

If the dialog is in Add mode, no item is selected. If the dialog is in Edit mode, the control is initially populated with the value stored in the database.

### ***9.27.1.4 OK Button***

The OK button is enabled when the dialog is active (See the Processing section below). Characteristics for the OK button are defined in the [Consistencies](#) chapter.

### ***9.27.1.5 Cancel Button***

The Cancel button is enabled when the dialog is active. Characteristics for the Cancel button are defined in the [Consistencies](#) chapter.

## **9.27.2 Processing**

This section describes the processes (navigation) that take place as a result of actions taken on the Update State Use Question dialog.

### ***9.27.2.1 Edit for Required Entry in Controls***

Upon selection of the OK button, the system checks that an entry is made in the following controls:

- Description text box

If an entry is not made in an above-listed control, the system invokes a standard error message with the text "An entry is required for the {control label}".

Upon selection of the OK button, the system checks that a selection is made in the following control:

- Ordinal Position drop-down list

If a selection is not made in an above-listed control, the system invokes a standard error message with the text "A selection is required in the {control label}".

#### ***9.27.2.2 Edit for Legitimate Values in Controls***

All values entered on the Update County dialog are considered legitimate.

#### ***9.27.2.3 Perform Cross-Edits for Values Entered In Controls***

No controls on the Update State Use Question dialog participate in cross-edits.

#### ***9.27.2.4 Save Values***

Upon successful completion of the above-listed edits, the system saves the values on the Update State Use Question dialog to the database and generates a unique Question ID for the record. If the Update State Use Question dialog is in Add mode, a node is added to the State Questions tree view with the values on the dialog and the system generates a unique Question ID for the record. If the Update State Use Question dialog was in Edit mode, the selected node is updated on the State Questions tree view with the values on the dialog.



## 9.28 Update State Use Answer dialog

The Update State Use Answer dialog accepts the information for a State Answer. It is invoked in response to the following user actions:

- Selection of the Add button when a Question is highlighted on the State Use Questions/State Use Answers dialog defined in this document.
- Selection of the Add toolbar button when a Question is highlighted on the State Use Questions/State Use Answers dialog defined in this document.
- Selection of the Edit button when an answer is selected on the State Use Questions/State Use Answers dialog defined in this document.

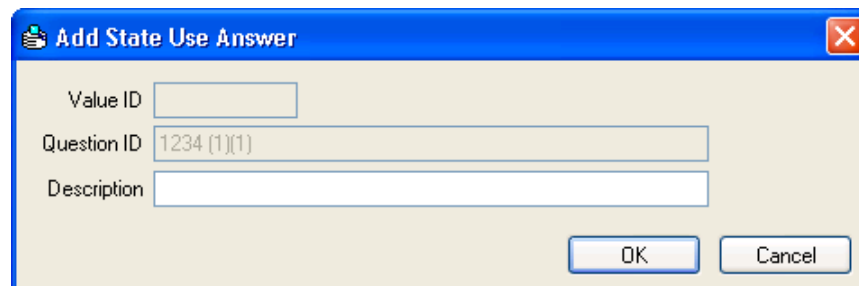
The image shows a Windows-style dialog box titled "Add State Use Answer". It has a blue title bar with a close button (X) in the top right corner. The dialog contains three text input fields: "Value ID" (empty), "Question ID" (containing "1234 (1)(1)"), and "Description" (empty). At the bottom right, there are two buttons: "OK" and "Cancel".

Figure 55 – Add State Use Answer Dialog

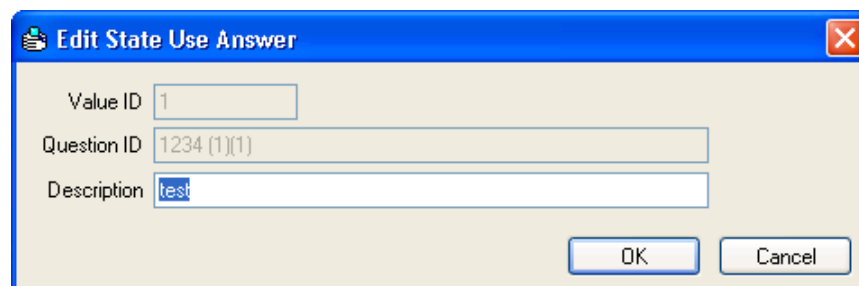
The image shows a Windows-style dialog box titled "Edit State Use Answer". It has a blue title bar with a close button (X) in the top right corner. The dialog contains three text input fields: "Value ID" (containing "1"), "Question ID" (containing "1234 (1)(1)"), and "Description" (containing "test"). At the bottom right, there are two buttons: "OK" and "Cancel".

Figure 56 – Edit State Use Answer Dialog

### 9.28.1 Controls

This section describes the behavior of the controls on the Update State Use Answer dialog.

#### 9.28.1.1 Value ID Text Box

The control allows the user to view the ID of the State Answer. It is enabled when the dialog is in Add mode. If the dialog is in Add mode, it is populated with the next available Value ID. If the dialog is in Edit mode, the control is initially populated with the value stored in the database.

#### *9.28.1.2 Question ID Text Box*

The control allows the user to view the ID of the parent State Question record. The text box is disabled. If the dialog is in Add mode, it is initially populated with the ID of the State Question selected on the State Use Questions/State Use Answers dialog. If the dialog is in Edit mode, the control is initially populated with the value stored in the database.

#### *9.28.1.3 Description Text Box*

The control accepts the description of the State Question. It is enabled when the dialog is active. It allows a maximum length of fifty (50) character(s) for the value. If the dialog is in Add mode, the control is initially blank (cleared). If the dialog is in Edit mode, the control is initially populated with the value stored in the database.

#### *9.28.1.4 OK Button*

The OK button is enabled when the dialog is active (See the Processing section below). Characteristics for the OK button are defined in the [Consistencies](#) chapter.

#### *9.28.1.5 Cancel Button*

The Cancel button is enabled when the dialog is active. Characteristics for the Cancel button are defined in the [Consistencies](#) chapter.

### **9.28.2 Processing**

This section describes the processes (navigation) that take place as a result of actions taken on the Update State Use Answer dialog.

#### *9.28.2.1 Edit for Required Entry in Controls*

Upon selection of the OK button, the system checks that an entry is made in the following controls:

- Description text box

If an entry is not made in an above-listed control, the system invokes a standard error message with the text "An entry is required for the {control label}".

#### *9.28.2.2 Edit for Legitimate Values in Controls*

All values entered on the Update County dialog are considered legitimate.

#### *9.28.2.3 Perform Cross-Edits for Values Entered In Controls*

No controls on the Update State Use Answer dialog participate in cross-edits.

#### ***9.28.2.4 Save Values***

Upon successful completion of the above-listed edits, the system saves the values on the Update State Use Answer dialog to the database. If the Update State Use Answer dialog is in Add mode, a node is added to the State Questions tree view with the values on the dialog. If the Update State Use Answer dialog was in Edit mode, the selected entry is updated on the State Questions tree view with the values on the dialog.





## 9.29 Medical Home

The Medical Home dialog allows the user to define medical homes. It is invoked when the user selects the Medical Home list item from the System Administration Functions dialog.

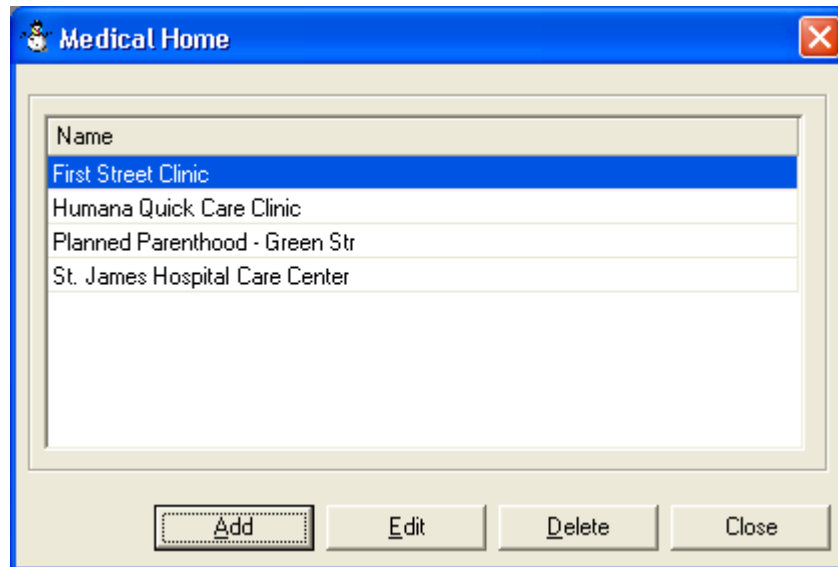


Figure 57 – Medical Home Dialog

### 9.29.1 Controls

This section describes the behavior of the controls on the Medical Home dialog.

#### 9.29.1.1 Medical Homes Data Grid

The control allows the user to view the existing medical homes. It is enabled when the dialog is active. It includes the following columns:

- Medical Home Name (Name)

An entry is added to the data grid for each existing medical home. The entries in the data grid are sorted in descending order according to the values of the Medical Home Name column. The values on the data grid are read-only.

#### 9.29.1.2 Add Button

The control allows the user to add a medical home. It is enabled when the Medical Home dialog is active. The mnemonic for the button is "A".

#### 9.29.1.3 Edit Button

The control allows the user to edit a medical home. It is enabled when an entry is selected on the Medical Homes data grid. The mnemonic for the button is "E".

#### *9.29.1.4 Delete Button*

The control allows the user to delete a medical home. It is enabled when an entry is selected on the Medical Homes data grid. The mnemonic for the button is "D".

#### *9.29.1.5 Close Button*

The Close button is enabled when the Medical Home dialog is active. Characteristics for the Close button are defined in the [Consistencies](#) chapter.

### **9.29.2 Processing**

This section describes the processes (navigation) that take place as a result of actions taken on the Medical Home dialog.

#### *9.29.2.1 Edit for Required Entry in Controls*

There are no updateable controls on the Medical Home dialog; therefore, there are no required controls.

#### *9.29.2.2 Edit for Legitimate Values in Controls*

There are no updateable controls on the Medical Home dialog; therefore, these edits are not applicable.

#### *9.29.2.3 Perform Cross-Edits for Values in Controls*

There are no updateable controls on the Medical Home dialog; therefore, these edits are not applicable.

#### *9.29.2.4 Save Values*

There are no updateable controls on the Medical Home dialog; therefore, no data is written to the database.

#### *9.29.2.5 Add Medical Home*

Upon selection of the Add button, the system invokes the Update Medical Home dialog in Add mode.

#### *9.29.2.6 Edit Medical Home*

Upon selection of the Edit button, the system invokes the Update Medical Home dialog in Edit mode.

#### ***9.29.2.7 Delete Medical Home***

Upon selection of the Delete button, the system invokes a standard warning message with the text "Do you want to delete this medical home?" The options of Yes and No is available. If the user selects Yes, the system deletes the medical home from the database. The system also deletes the medical home from all applicants and participants in the system. The contents of the Medical Homes data grid are updated. If the user selects No, the system returns to the Medical Home dialog.

### 9.30 Update Medical Home

The Update Medical Home dialog accepts the name for a medical home. It is invoked in response to the following user actions:

- Selection of the Add button on the Medical Home dialog
- Selection of the Edit button on the Medical Home dialog

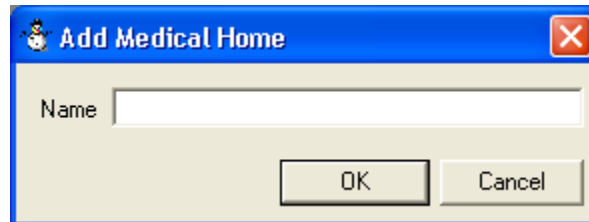


Figure 58 – Add Medical Home Dialog

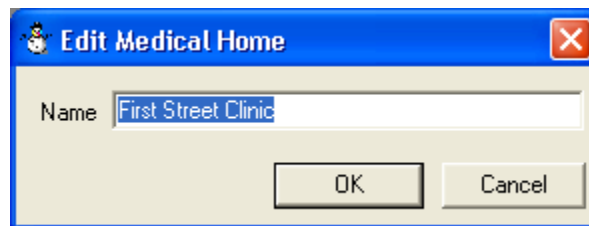


Figure 59 – Edit Medical Home Dialog

#### 9.30.1 Controls

This section describes the behavior of the controls on the Update Medical Home dialog.

##### 9.30.1.1 Medical Home Name Text Box (Name)

The control accepts the name of the medical home. It is enabled when the dialog is active. It allows a maximum length of thirty (30) character(s) for the value. If the dialog is in Add mode, the control is initially blank (cleared). If the dialog is in Edit mode, the control is initially populated with the value stored in the database.

##### 9.30.1.2 OK Button

The OK button is enabled when the dialog is active (See the Processing section below). Characteristics for the OK button are defined in the [Consistencies](#) chapter.

##### 9.30.1.3 Cancel Button

The Cancel button is enabled when the dialog is active. Characteristics for the Cancel button are defined in the [Consistencies](#) chapter.

### 9.30.2 Processing

This section describes the processes (navigation) that take place as a result of actions taken on the Update Medical Home dialog.

#### 9.30.2.1 *Edit for Required Entry in Controls*

Upon selection of the OK button, the system checks that an entry is made in the following control:

- Medical Home Name text box

If an entry is not made in the above-listed control, the system invokes a standard error message with the text "An entry is required for the {control label}".

#### 9.30.2.2 *Edit for Legitimate Values in Controls*

Upon successful completion of the required entry edits, the system checks that the values entered into the controls are considered legitimate as follows:

- If the Update Medical Home dialog is in Add mode, the value of the Medical Home Name text box must not equal the name of a medical home that already exists in the database.
- If the Update Medical Home dialog is in Edit mode, the value of the Medical Home Name text box must not be changed to equal the name of another medical home that already exists in the database.

#### 9.30.2.3 *Perform Cross-Edits for Values Entered In Controls*

There is only one control on the Update Medical Home dialog; therefore, these edits are not applicable.

#### 9.30.2.4 *Save Values and Return*

Upon successful completion of the above-listed edits, the system saves the values on the Update Medical Home dialog to the database and return to the Medical Home dialog. If the Update Medical Home dialog is in Add mode, an entry is added to the Medical Homes data grid with the values on the dialog. If the Update Medical Home dialog was in Edit mode, the selected entry is updated on the Medical Homes data grid with the values on the dialog.

### 9.31 Maintain Owners

The Maintain Owners dialog allows the user to update the owners defined in the database. It is invoked when the user selects the Maintain Owners list item from the Reference Utility dialog. The dialog is invoked in response to the following actions:

- Selection of the Maintain Owners list item in the Reference Utility dialog (double click) as described earlier in this document.

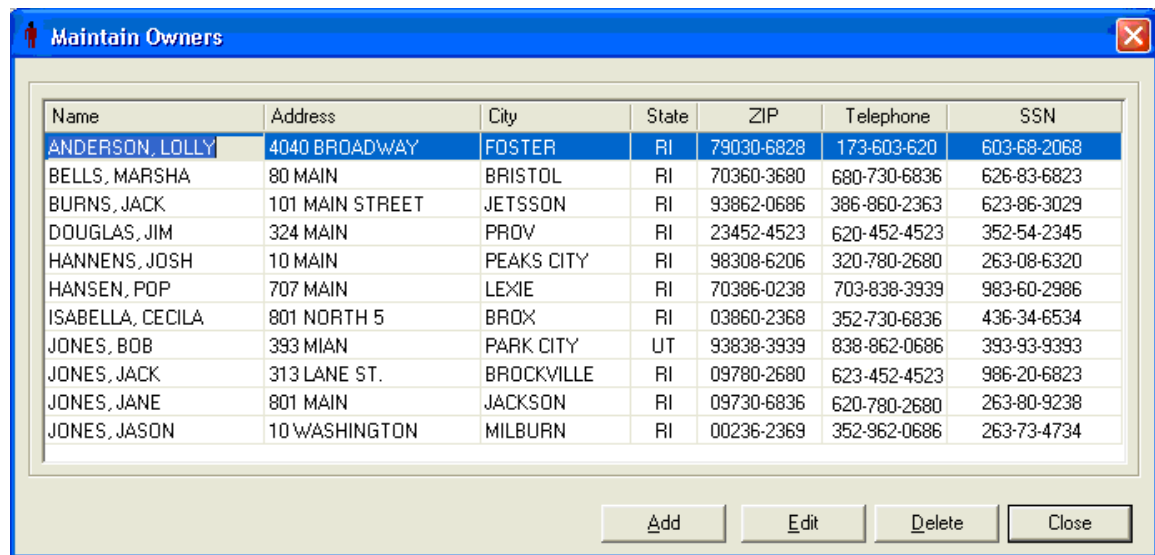


Figure 60 – Maintain Owners Dialog

#### 9.31.1 Controls

This section describes the behavior of the controls on the Maintain Owners dialog.

##### 9.31.1.1 Owners Data Grid

The control allows the user to view all owners that have been defined in the database. It is enabled when the dialog is active. It includes the following columns:

- Name (Owner Name)
- Address
- City
- State
- ZIP
- Telephone
- SSN (Social Security Number)

The list includes all the owners defined in the database. The records are sorted in alphabetical order by Name. The first item in the data grid is initially selected. The control is single select. The values on the data grid are read-only.

#### **9.31.1.2 Add Button**

The control allows the user to add additional owners to the database. It is enabled when the dialog is active. The mnemonic for the button is "A".

#### **9.31.1.3 Edit Button**

The control allows the user to modify the owner information for the owner that is selected in the Owners data grid. It is enabled when a record is selected in the Maintain Owners dialog. The mnemonic for the button is "E".

#### **9.31.1.4 Delete Button**

The control allows the user to delete the owner that is selected in the Owners list. It is enabled when a record is selected in the Maintain Owners dialog. The mnemonic for the button is "D".

#### **9.31.1.5 Close Button**

The Close button is enabled when the dialog is active. Characteristics for the Close button are defined in the [Consistencies](#) chapter.

### **9.31.2 Processing**

This section describes the processes (navigation) that take place as a result of actions taken on the Maintain Owners dialog.

#### **9.31.2.1 Add Owner**

Upon selection of the Add button, the system invokes the Owner Information dialog in "add" mode as described in [Chapter 10 – Update Vendor Information](#).

#### **9.31.2.2 Edit Owner**

Upon selection of the Edit button when an owner is selected in the Owners data grid, the system invokes the Owner Information dialog in "edit" mode as described in [Chapter 10 – Update Vendor Information](#).

#### **9.31.2.3 Delete Owner**

Upon selection of the Delete button when an owner is selected in the Owners data grid, the system invokes a standard dialog with the text "Do you want to delete this owner?" The options of "Yes" and "No" is available. If the user selects "Yes" or Alt+Y or Y, the system deletes the selected owner from the owners table. The contents of the Owners data grid are updated. If the user selects "No", Alt+N or N, the system returns to the Maintain Owners dialog without deleting the selected owner.

#### **9.31.2.4 Close**

Upon selection of the Close button, the system dismisses the Maintain Owners dialog and returns the user to the Reference Utility window.





## 9.32 Maintain Corporate Parents

The Maintain Corporate Parents dialog allows the user to update the corporate parents defined in the database. It is invoked when the user selects the Maintain Corporate Parents list item from the Reference Utility dialog. The dialog is invoked in response to the following actions:

- Selection of the Maintain Corporate Parents list item in the Reference Utility dialog (double click) as described earlier in this document.
- Selection of the Maintain Corporate Parents menu option on the Vendor List menu as described in [Chapter 02 - Vendor List and Vendor Search](#).

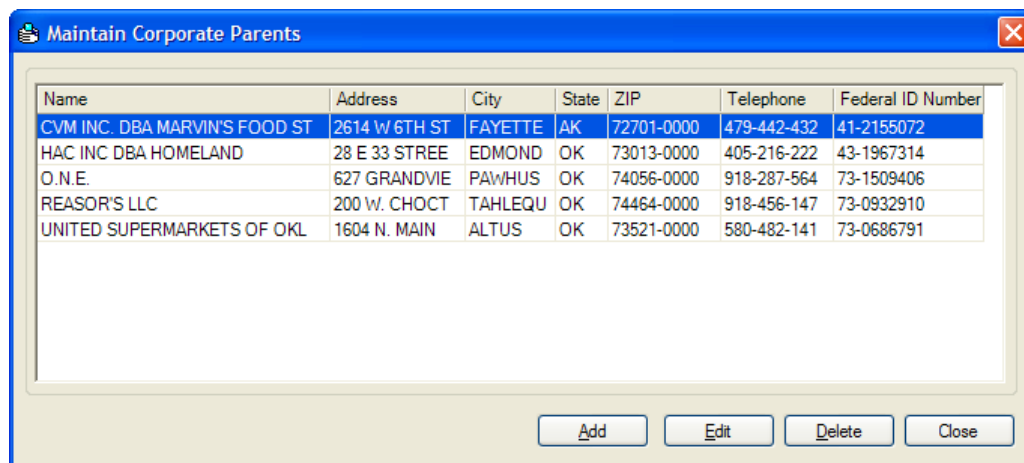


Figure 61 – Maintain Corporate Parents Dialog

### 9.32.1 Controls

This section describes the behavior of the controls on the Maintain Corporate Parents dialog.

#### 9.32.1.1 Corporate Parents Data Grid

The control allows the user to view all corporate parents that have been defined in the database. It is enabled when the dialog is active. It includes the following columns:

- Name (Corporate Parent)
- Address
- City
- State
- ZIP
- Telephone
- Federal ID Number

It is list all the corporate parents defined in the database. The records are sorted in alphabetical order by Name. The first item in the data grid is initially selected. The values on the data grid are read-only. The control is single select.

#### ***9.32.1.2 Add Button***

The control allows the user to add additional corporate parents to the database. It is enabled when the dialog is active. The mnemonic for the button is "A".

#### ***9.32.1.3 Edit Button***

The control allows the user to modify the corporate parent information on the selected in the Corporate Parents data grid. It is enabled when a record is selected in the Corporate Parents dialog. The mnemonic for the button is "E".

#### ***9.32.1.4 Delete Button***

The control allows the user to delete the selected record within the Corporate Parents list. It is enabled when a record is selected in the Owners dialog. The mnemonic for the button is "D".

#### ***9.32.1.5 Close Button***

The Close button is enabled when the dialog is active. Characteristics for the Close button are defined in the [Consistencies](#) chapter.

### **9.32.2 Processing**

This section describes the processes (navigation) that take place as a result of actions taken on the Maintain Corporate Parents dialog.

#### ***9.32.2.1 Add Corporate Parent***

Upon selection of the Add button, the system invokes the Corporate Parents dialog in "add" mode as described in [Chapter 10 – Update Vendor Information](#).

#### ***9.32.2.2 Edit Corporate Parent***

Upon selection of the Edit button when an item is selected in the Corporate Parents data grid, the system invokes the Corporate Parents dialog in "edit" mode as described in [Chapter 10 – Update Vendor Information](#).

### ***9.32.2.3 Delete Corporate Parent***

Upon selection of the Delete button when an item is selected in the Corporate Parents data grid, the system invokes a standard dialog with the text "Do you want to delete this corporate parent?" The options of "Yes" and "No" is available. If the user selects "Yes", Alt+Y, or Y, the system checks to see if the selected corporate parent is associated with a vendor. If the corporate parent is associated with at least one vendor, the system prevents the deletion of the selected corporate parent, and invokes a standard error message with the following text: "Unable to delete. This Corporate Parent is associated with at least one vendor." Upon dismissal of the error message, the system returns the user to the Maintain Corporate Parents dialog without deleting that corporate parent. If the selected corporate parent is not associated with a vendor, the system deletes the corporate parent from the corporate parent table. The contents of the Corporate Parents data grid are updated. If the user selects "No", Alt+N, or N the system returns to the Maintain Corporate Parents dialog without deleting the corporate parent.

### ***9.32.2.4 Close***

Upon selection of the Close button, the system dismisses the Maintain Corporate Parents dialog and returns the user to the Reference Utility window.



### 9.33 Maintain Primary Grocery Wholesalers

The Maintain Primary Grocery Wholesalers dialog allows the user to update the primary grocery wholesalers defined in the database. It is invoked when the user selects the Maintain Primary Grocery Wholesalers list item from the Reference Utility dialog. The dialog is invoked in response to the following actions:

- Selection of the Maintain Primary Grocery Wholesalers list item in the Reference Utility dialog (double click) as described earlier in this document.

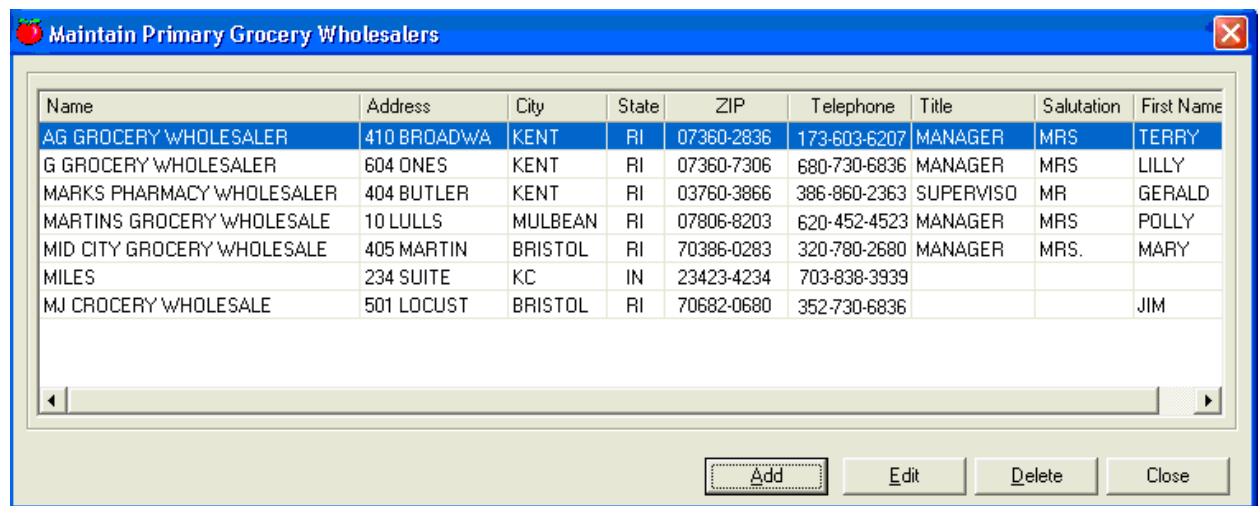


Figure 62 – Maintain Primary Grocery Wholesalers Dialog

#### 9.33.1 Controls

This section describes the behavior of the controls on the Maintain Primary Grocery Wholesalers dialog.

##### 9.33.1.1 Primary Grocery Wholesalers Data Grid

The control allows the user to view all primary grocery wholesalers that have been defined in the database. It is enabled when the dialog is active. It includes the following columns:

- Name (Primary Grocery Wholesaler)
- Address
- City
- State
- ZIP
- Telephone
- Title (Contact Person)
- Salutation (Contact Person)
- First Name (Contact Person)
- Last Name (Contact Person)

It is filled with all primary grocery wholesalers defined in the database. The records are sorted in alphabetical order by Name. The first item in the data grid is initially selected. The values on the data grid are read-only. The control is single select.

#### ***9.33.1.2 Add Button***

The control allows the user to add a primary grocery wholesaler in the database. It is enabled when the dialog is active. The mnemonic for the button is "A".

#### ***9.33.1.3 Edit Button***

The control allows the user to modify information for the selected primary grocery wholesaler in the Primary Grocery Wholesalers data grid. It is enabled when a record is selected in the Maintain Primary Grocery Wholesalers dialog. The mnemonic for the button is "E".

#### ***9.33.1.4 Delete Button***

The control allows the user to delete the selected primary grocery in the Primary Grocery Wholesalers data grid. It is enabled when a record is selected in the Maintain Primary Grocery Wholesalers dialog. The mnemonic for the button is "D".

#### ***9.33.1.5 Close Button***

The Close button is enabled when the dialog is active. Characteristics for the Close button are defined in the [Consistencies](#) chapter.

### **9.33.2 Processing**

This section describes the processes (navigation) that take place as a result of actions taken on the Maintain Primary Grocery Wholesalers dialog.

#### ***9.33.2.1 Add Primary Grocery Wholesaler***

Upon selection of the Add button, the system invokes the Maintain Primary Grocery Wholesaler dialog in "add" mode as described in [Chapter 10 – Update Vendor Information](#)

#### ***9.33.2.2 Edit Primary Grocery Wholesaler***

Upon selection of the Edit button when an item is selected in the Maintain Primary Grocery Wholesalers dialog, the system invokes the Primary Grocery Wholesaler dialog in "edit" mode as described in [Chapter 10 – Update Vendor Information](#).

### ***9.33.2.3 Delete Primary Grocery Wholesaler***

Upon selection of the Delete button when an item is selected in the Primary Grocery Wholesalers data grid, the system invokes a standard dialog with the text "Do you want to delete this primary grocery wholesaler?" The options of "Yes" and "No" is available. If the user selects "Yes", Alt+Y, or Y, the system checks to see if the selected wholesaler is associated with a vendor. If the wholesaler is associated with at least one vendor, the system prevents the deletion of the selected wholesaler, and invokes a standard error message with the following text: "Unable to delete. This Primary Grocery Wholesaler is associated with at least one vendor." Upon dismissal of the error message, the system returns the user to the Maintain Primary Grocery Wholesalers dialog without deleting that wholesaler. If the selected wholesaler is not associated with a vendor, the system deletes the primary grocery wholesaler from the grocery wholesaler table. The contents of the Primary Grocery Wholesalers data grid are updated. If the user selects "No", Alt+N or N, the system returns to the Maintain Primary Grocery Wholesalers dialog without deleting the selected primary grocery wholesaler.

### ***9.33.2.4 Close***

Upon selection of the Close button, the system dismisses the Maintain Primary Grocery Wholesalers dialog and returns the user to the Reference Utility window.





### 9.34 Maintain Pharmacy Wholesalers

The Maintain Pharmacy Wholesalers dialog allows the user to update the pharmacy wholesalers defined in the database if the State Business Rule [PHARMACYWHOLESALE](#) = "Y". It is invoked when the user selects the Maintain Pharmacy Wholesalers list item from the Reference Utility dialog. The dialog is invoked in response to the following actions:

- Selection of the Maintain Pharmacy Wholesalers list item in the Reference Utility dialog (double click) as described earlier in section 1.

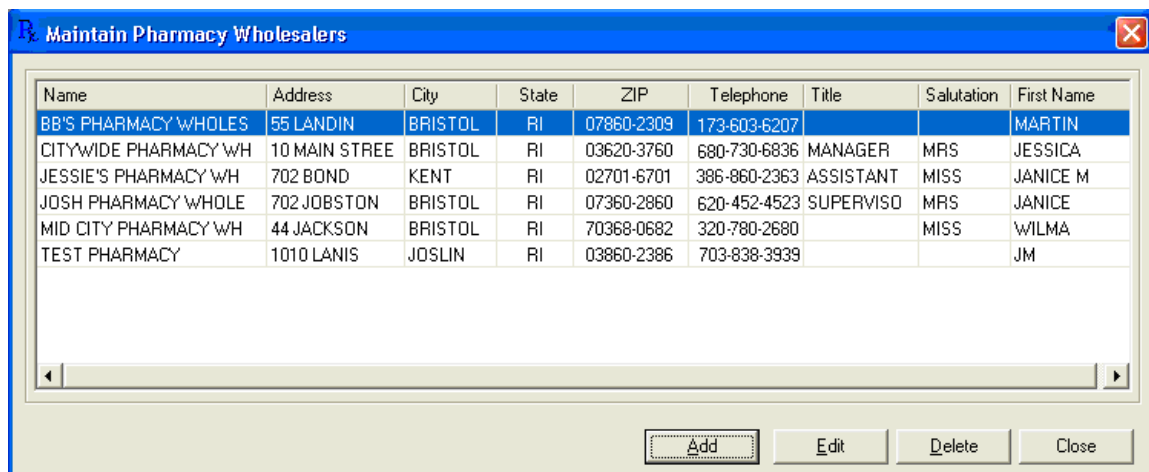


Figure 63 – Maintain Pharmacy Wholesalers Dialog

#### 9.34.1 Controls

This section describes the behavior of the controls on the Maintain Pharmacy Wholesalers dialog.

##### 9.34.1.1 Pharmacy Wholesalers Data Grid

The control allows the user to view all pharmacy wholesalers that have been defined in the database. It is enabled when the dialog is active. It includes the following columns:

- Name (Pharmacy wholesaler)
- Address
- City
- State
- ZIP
- Telephone
- Title
- Salutation
- First Name
- Last Name

It is filled with all pharmacy wholesalers defined in the database. The records are sorted in alphabetical order by Name. The first item in the data grid is initially selected. The values on the data grid are read-only. The control is single select.

#### ***9.34.1.2 Add Button***

The control allows the user to add a pharmacy wholesaler in the database. It is enabled when the dialog is active. The mnemonic for the button is "A".

#### ***9.34.1.3 Edit Button***

The control allows the user to edit information for the pharmacy wholesaler that is selected in the Pharmacy Wholesalers data grid. It is enabled when an item is selected in the Pharmacy Wholesalers dialog. The mnemonic for the button is "E".

#### ***9.34.1.4 Delete Button***

The control allows the user to delete the pharmacy wholesaler that is selected in the Pharmacy Wholesalers list. It is enabled when an item is selected in the Pharmacy Wholesalers dialog. The mnemonic for the button is "D".

#### ***9.34.1.5 Close Button***

The Close button is enabled when the dialog is active. Characteristics for the Close button are defined in the [Consistencies](#) chapter.

### **9.34.2 Processing**

This section describes the processes (navigation) that take place as a result of actions taken on the Maintain Pharmacy Wholesalers dialog.

#### ***9.34.2.1 Add Pharmacy Wholesaler***

Upon selection of the Add button, the system invokes the Pharmacy Wholesaler dialog in Add mode described in [Chapter 10 – Update Vendor Information](#).

#### ***9.34.2.2 Edit Pharmacy Wholesaler***

Upon selection of the Edit button when an item is selected in the Pharmacy Wholesalers data grid, the system invokes the Pharmacy Wholesaler dialog in Edit mode described in [Chapter 10 – Update Vendor Information](#).

#### ***9.34.2.3 Delete Pharmacy Wholesaler***

Upon selection of the Delete button when an item is selected in the Pharmacy Wholesalers data grid, the system invokes a standard dialog with the text "Do you want to delete this pharmacy wholesaler?" The options of "Yes", Alt+Y or Y, and "No", Alt+N or N, is available. If the user selects "Yes", the system checks to see if the selected pharmacy wholesaler is associated with a vendor. If the wholesaler is associated with at least one vendor, the system prevents the deletion of the wholesaler, and invokes a standard error message with the following text: "Unable to delete. This Pharmacy Wholesaler is associated with at least one vendor." Upon dismissal of the error message, the system returns the user to the Maintain Pharmacy Wholesalers dialog without deleting that wholesaler. If the selected wholesaler is not associated with a vendor, the system deletes the pharmacy wholesaler from the pharmacy wholesaler table. The contents of the Pharmacy Wholesalers data grid are updated. If the user selects "No", the system returns to the Maintain Pharmacy Wholesalers dialog without deleting the pharmacy wholesaler.

#### ***9.34.2.4 Close***

Upon selection of the Close button, the system dismisses the Maintain Pharmacy Wholesalers dialog and returns the user to the Reference Utility window.



### 9.35 Maintain Milk Wholesalers

The Maintain Milk Wholesalers dialog allows the user to update the milk wholesalers defined in the database if the State Business Rule [PHARMACYWHOLESALE](#) = "N". It is invoked when the user selects the Maintain Milk Wholesalers list item from the Reference Utility dialog. The dialog is invoked in response to the following actions:

- Selection of the Maintain Milk Wholesalers list item in the Reference Utility dialog (double click) as described earlier in section 1.

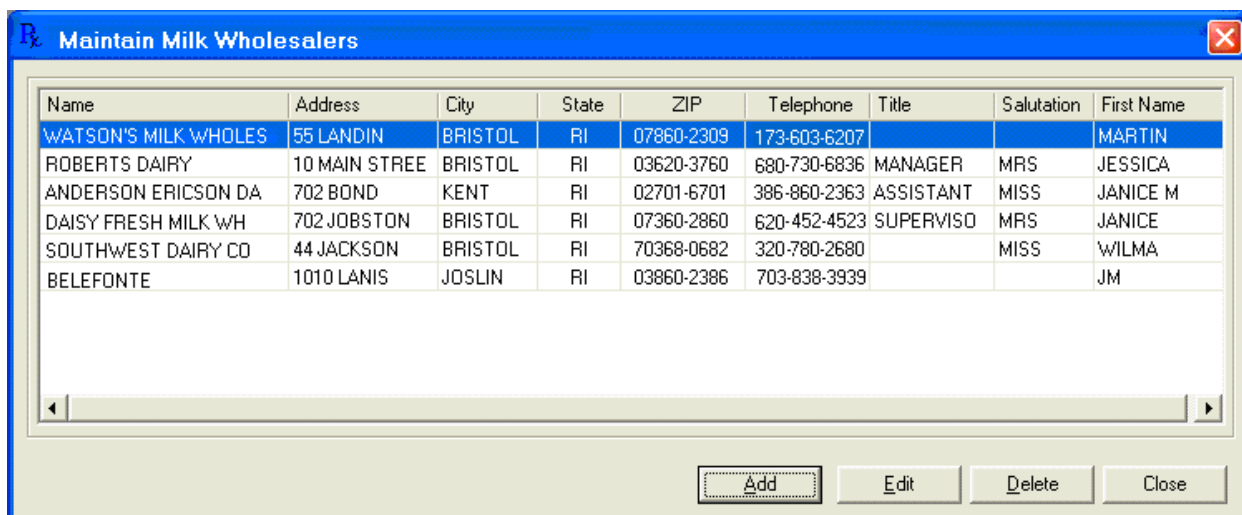


Figure 64 – Maintain Milk Wholesalers Dialog

#### 9.35.1 Controls

This section describes the behavior of the controls on the Maintain Milk Wholesalers dialog.

##### 9.35.1.1 Milk Wholesalers Data Grid

The control allows the user to view all milk wholesalers that have been defined in the database. It is enabled when the dialog is active. It includes the following columns:

- Name (Milk wholesaler)
- Address
- City
- State
- ZIP
- Telephone

It is filled with all milk wholesalers defined in the database. The records are sorted in alphabetical order by Name. The first item in the data grid is initially selected. The values on the data grid are read-only. The control is single select.

#### ***9.35.1.2 Add Button***

The control allows the user to add a milk wholesaler in the database. It is enabled when the dialog is active. The mnemonic for the button is "A".

#### ***9.35.1.3 Edit Button***

The control allows the user to edit information for the milk wholesaler that is selected in the Milk Wholesalers data grid. It is enabled when an item is selected in the Milk Wholesalers dialog. The mnemonic for the button is "E".

#### ***9.35.1.4 Delete Button***

The control allows the user to delete the milk wholesaler that is selected in the Milk Wholesalers list. It is enabled when an item is selected in the Milk Wholesalers dialog. The mnemonic for the button is "D".

#### ***9.35.1.5 Close Button***

The Close button is enabled when the dialog is active. Characteristics for the Close button are defined in the [Consistencies](#) chapter.

### **9.35.2 Processing**

This section describes the processes (navigation) that take place as a result of actions taken on the Maintain Milk Wholesalers dialog.

#### ***9.35.2.1 Add Milk Wholesaler***

Upon selection of the Add button, the system invokes the Milk Wholesaler dialog in Add mode described in [Chapter 10 – Update Vendor Information](#).

#### ***9.35.2.2 Edit Milk Wholesaler***

Upon selection of the Edit button when an item is selected in the Milk Wholesalers data grid, the system invokes the Milk Wholesaler dialog in Edit mode described in [Chapter 10 – Update Vendor Information](#).

### ***9.35.2.3 Delete Milk Wholesaler***

Upon selection of the Delete button when an item is selected in the Milk Wholesalers data grid, the system invokes a standard dialog with the text "Do you want to delete this milk wholesaler?" The options of "Yes", Alt+Y or Y, and "No", Alt+N or N, is available. If the user selects "Yes", the system checks to see if the selected milk wholesaler is associated with a vendor. If the wholesaler is associated with at least one vendor, the system prevents the deletion of the wholesaler, and invokes a standard error message with the following text: "Unable to delete. This Milk Wholesaler is associated with at least one vendor." Upon dismissal of the error message, the system returns the user to the Maintain Milk Wholesalers dialog without deleting that wholesaler. If the selected wholesaler is not associated with a vendor, the system deletes the milk wholesaler from the milk wholesaler table. The contents of the Milk Wholesalers data grid are updated. If the user selects "No", the system returns to the Maintain Milk Wholesalers dialog without deleting the Milk wholesaler.

### ***9.35.2.4 Close***

Upon selection of the Close button, the system dismisses the Maintain Milk Wholesalers dialog and returns the user to the Reference Utility window.





### 9.36 Fixed Nighttime Location

The Fixed Nighttime Location dialog allows the user to define the fixed nighttime location for participants. It is invoked when the user selects the Fixed Nighttime Location list item from the Reference Utility dialog.

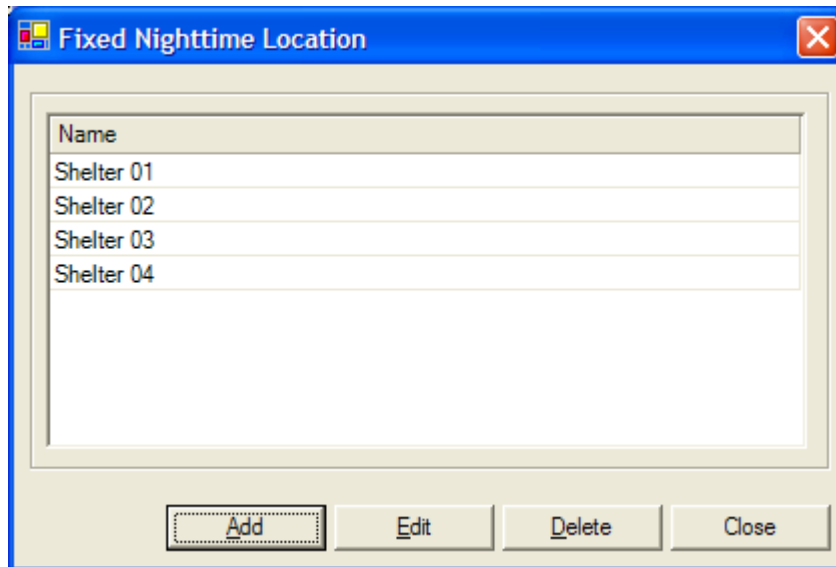


Figure 65 – Fixed Nighttime Location Dialog

#### 9.36.1 Controls

This section describes the behavior of the controls on the Fixed Nighttime Location dialog.

##### 9.36.1.1 Fixed Nighttime Locations Data Grid

The control allows the user to view the existing fixed nighttime locations. It includes the following columns:

- Fixed Nighttime Location Name (Name)

An entry is added to the data grid for each existing fixed nighttime location. The entries in the data grid are sorted in descending order according to the values of the Fixed Nighttime Location Name column. The values on the data grid are read-only.

##### 9.36.1.2 Add Button

The control allows the user to add a fixed nighttime location. It is enabled when the Fixed Nighttime Location dialog is active. The mnemonic for the button is "A".

##### 9.36.1.3 Edit Button

The control allows the user to edit a fixed nighttime location. It is enabled when an entry is selected on the Fixed Nighttime Locations data grid. The mnemonic for the button is "E".

#### ***9.36.1.4 Delete Button***

The control allows the user to delete a fixed nighttime location. It is enabled when an entry is selected on the Fixed Nighttime Locations data grid. The mnemonic for the button is "D".

#### ***9.36.1.5 Close Button***

The Close button is enabled when the Fixed Nighttime Location dialog is active. Characteristics for the Close button are defined in the [Consistencies](#) chapter.

### **9.36.2 Processing**

This section describes the processes (navigation) that take place as a result of actions taken on the Fixed Nighttime Location dialog.

#### ***9.36.2.1 Edit for Required Entry in Controls***

There are no updateable controls on the Fixed Nighttime Location dialog; therefore, there are no required controls.

#### ***9.36.2.2 Edit for Legitimate Values in Controls***

There are no updateable controls on the Fixed Nighttime Location dialog; therefore, these edits are not applicable.

#### ***9.36.2.3 Perform Cross-Edits for Values in Controls***

There are no updateable controls on the Fixed Nighttime Location dialog; therefore, these edits are not applicable.

#### ***9.36.2.4 Save Values***

There are no updateable controls on the Fixed Nighttime Location dialog; therefore, no data is written to the database.

#### ***9.36.2.5 Add Fixed Nighttime Location***

Upon selection of the Add button, the system invokes the Update Fixed Nighttime Location dialog in Add mode.

#### ***9.36.2.6 Edit Fixed Nighttime Location***

Upon selection of the Edit button, the system invokes the Update Fixed Nighttime Location dialog in Edit mode.

#### ***9.36.2.7 Delete Fixed Nighttime Location***

Upon selection of the Delete button, the system invokes a standard warning message with the text "Do you want to delete this fixed nighttime location?" The options of Yes and No is available. If the user selects Yes, the system deletes the fixed nighttime location from the database. It also deletes the fixed nighttime location from all applicants and participants in the system. The contents of the Fixed Nighttime Locations data grid are updated. If the user selects No, the system returns to the Fixed Nighttime Location dialog.



### 9.37 Update Fixed Nighttime Location

The Update Fixed Nighttime Location dialog accepts the name for a fixed nighttime location. It is invoked in response to the following user actions:

- Selection of the Add button on the Fixed Nighttime Location dialog
- Selection of the Edit button on the Fixed Nighttime Location dialog

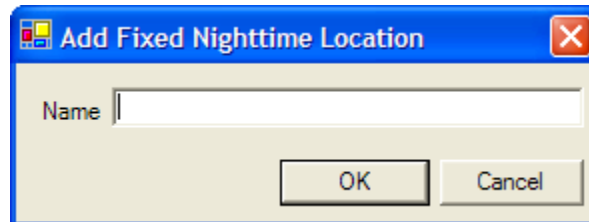


Figure 66 – Add Fixed Nighttime Location Dialog

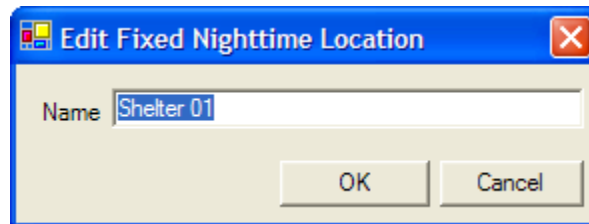


Figure 67 – Edit Fixed Nighttime Location Dialog

#### 9.37.1 Controls

This section describes the behavior of the controls on the Update Fixed Nighttime Location dialog.

##### 9.37.1.1 Fixed Nighttime Location Name Text Box (Name)

The control accepts the name of the fixed nighttime location. It is enabled when the Update Fixed Nighttime Location dialog is active. It allows a maximum length of thirty (30) character(s) for the value. If the dialog is in Add mode, the control is initially blank (cleared). If the dialog is in Edit mode, the control is initially populated with the value stored in the database.

##### 9.37.1.2 OK Button

The OK button is enabled when the Update Fixed Nighttime Location dialog is active (See the Processing section below). Characteristics for the OK button are defined in the [Consistencies](#) chapter.

##### 9.37.1.3 Cancel Button

The Cancel button is enabled when the Update Fixed Nighttime Location dialog is active. Characteristics for the Cancel button are defined in the [Consistencies](#) chapter.

### 9.37.2 Processing

This section describes the processes (navigation) that take place as a result of actions taken on the Update Fixed Nighttime Location dialog.

#### 9.37.2.1 *Edit for Required Entry in Controls*

Upon selection of the OK button, the system checks that an entry is made in the following control:

- Fixed Nighttime Location Name text box

If an entry is not made in the above-listed control, the system invokes a standard error message with the text "An entry is required for the {control label}".

#### 9.37.2.2 *Edit for Legitimate Values in Controls*

Upon successful completion of the required entry edits, the system checks that the values entered into the controls are considered legitimate as follows:

- If the Update Fixed Nighttime Location dialog is in Add mode, the value of the Fixed Nighttime Location Name text box must not equal the name of a fixed nighttime location that already exists in the database.
- If the Update Fixed Nighttime Location dialog is in Edit mode, the value of the Fixed Nighttime Location Name text box must not be changed to equal the name of another fixed nighttime location that already exists in the database.

#### 9.37.2.3 *Perform Cross-Edits for Values Entered In Controls*

There is only one control on the Update Fixed Nighttime Location dialog; therefore, these edits are not applicable.

#### 9.37.2.4 *Save Values*

Upon successful completion of the above-listed edits, the system saves the values on the Update Fixed Nighttime Location dialog to the database and return to the Fixed Nighttime Location dialog. If the Update Fixed Nighttime Location dialog is in Add mode, an entry is added to the Fixed Nighttime Locations data grid with the values on the dialog. If the Update Fixed Nighttime Location dialog was in Edit mode, the selected entry is updated on the Fixed Nighttime Locations data grid with the values on the dialog.

### 9.38 Maintain County/City by ZIP Code Dialog

The Maintain County/City by ZIP Code dialog displays all the ZIP codes that have been defined for automatically populating Residential State, County, and City in the Clinic application. It is invoked in response to the following user actions:

- Selection of the Maintain County/City by ZIP Code list item on the Reference Utility window defined in this document.

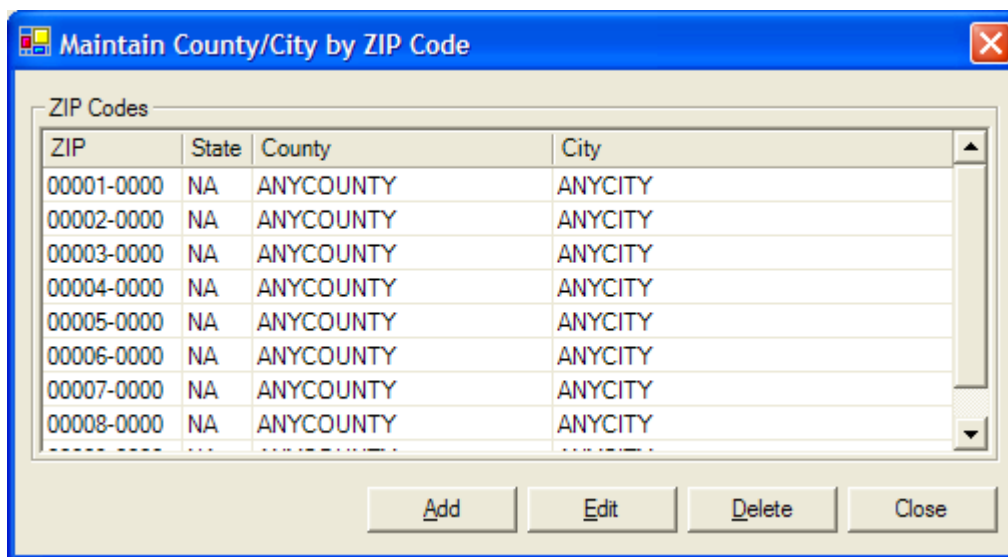


Figure 68 – Maintain County/City by ZIP Code Dialog

#### 9.38.1 Controls

This section describes the behavior of the controls on the Maintain County/City by Zip Code dialog.

##### 9.38.1.1 County/City by Zip Code Data Grid

The control allows the user to view all County/City by Zip Code records. It is enabled when the Maintain County/City by Zip Code dialog is active. It includes the following columns:

- ZIP Code
- State
- County
- City

An entry is added to the data grid for each record in the CountyCityByZIP table. The records are sorted in numeric order by ZIP Code. The values in the data grid are read-only. The user may select a single entry in the data grid. The control can be resorted by clicking on the column headers.



#### ***9.38.1.2 Add Button***

The control allows the user to add a County/City by Zip Code. It is enabled when the Maintain County/City by Zip Code dialog is active. The mnemonic for the button is "A".

#### ***9.38.1.3 Edit Button***

The control allows the user to edit the record selected in the County/City by Zip Code data grid. It is enabled when a record is highlighted. The mnemonic for the button is "E".

#### ***9.38.1.4 Delete Button***

The control allows the user to delete the selected record in the County/City by Zip Code data grid. It is enabled when a record is highlighted. The mnemonic for the button is "D".

#### ***9.38.1.5 Close Button***

The Close button is enabled when the Maintain County/City by Zip Code dialog is active. Characteristics for the Close button are defined in the [Consistencies](#) chapter.

### **9.38.2 Processing**

This section describes the processes (navigation) that take place as a result of actions taken on the Maintain County/City by Zip Code dialog.

#### ***9.38.2.1 Add***

Upon selection of the Add button, the system invokes the Add County/City by Zip Code dialog defined in this document.

#### ***9.38.2.2 Edit***

Upon selection of the Edit button, the system invokes the Edit County/City by Zip Code dialog defined in this document.

#### ***9.38.2.3 Delete***

Upon selection of the Delete button, the system invokes a standard warning message with the text "Are you sure you want to delete the selected record?" The options "Yes" and "No" are available. If the user selects "Yes", the system deletes the selected record. The contents of the data data grid are refreshed. If the user selects No, the system returns to the dialog without deleting.

#### ***9.38.2.4 Close***

Upon selection of the Close button, the system dismisses the Maintain County/City by ZIP Code dialog and return to the Reference Utility window.

### 9.39 Update County/City by ZIP Code Dialog

The Add/Edit County/City by ZIP Code dialog allows the user to maintain the County/City by ZIP Code database. It is invoked in response to the following user actions:

- Selection of the Add button on the Maintain County/City by ZIP Code dialog defined in this document.
- Selection of the Edit button on the Maintain County/City by ZIP Code dialog defined in this document.

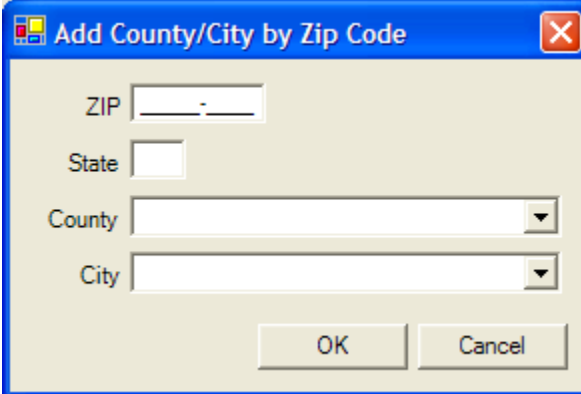
A screenshot of the 'Add County/City by Zip Code' dialog box. The dialog has a blue title bar with the text 'Add County/City by Zip Code' and a close button (X) on the right. The main area is light beige and contains four input fields: 'ZIP' (a text box with a hyphen and two underscores), 'State' (a text box), 'County' (a dropdown menu), and 'City' (a dropdown menu). At the bottom right are 'OK' and 'Cancel' buttons.

Figure 69 – Add County/City by ZIP Code Dialog

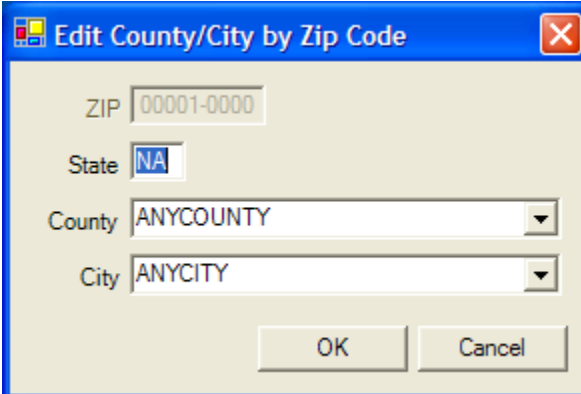
A screenshot of the 'Edit County/City by Zip Code' dialog box. The dialog has a blue title bar with the text 'Edit County/City by Zip Code' and a close button (X) on the right. The main area is light beige and contains four input fields: 'ZIP' (a text box with the value '00001-0000'), 'State' (a text box with the value 'NA'), 'County' (a dropdown menu with the value 'ANYCOUNTY'), and 'City' (a dropdown menu with the value 'ANYCITY'). At the bottom right are 'OK' and 'Cancel' buttons.

Figure 70 – Edit County/City by ZIP Code Dialog

#### 9.39.1 Controls

This section describes the behavior of the controls on the Add/Edit County/City by ZIP Code dialog.

##### 9.39.1.1 ZIP Code Masked Edit Box

The control accepts the ZIP Code. It is enabled when the dialog is in Add mode. It is disabled when the dialog is active in Edit mode. It allows the entry of numeric characters. The mask for the box is "#####-#####" to allow entry of a four digit ZIP extension

### ***9.39.1.2 State Masked Edit Box***

The control accepts the State for the ZIP code. It is enabled when the dialog is active. It allows the entry of alphabetic characters. It converts all alphabetic characters to upper case. The mask for the box is "AA" to allow entry of a State postal code. Upon a change in State, the County and City drop-down lists are cleared.

### ***9.39.1.3 County Drop-down List***

The control allows the user to select the County for the ZIP Code. The Drop-down List is enabled when the dialog is active and a valid 2-character State code has been entered in the Residence State masked edit box. The County Drop-down List includes a sub-set list of counties listed in the County table sub-set by StateCD. Upon selection of a County, the City drop-down list is enabled. Upon a change in county, the City drop-down list is cleared.

### ***9.39.1.4 City Drop-down List***

The control allows the user to select the City for the ZIP Code. The Drop-down List is enabled when the dialog is active and a county is selected in the Residence County drop-down list. The drop-down list displays a sub-set list of cities listed in the LocalMunicipality table sub-set by CountyCD.

### ***9.39.1.5 OK Button***

The OK button is enabled when Add/Edit County/City by ZIP Code dialog is active (See the Processing section below). Characteristics for the OK button are defined in the [Consistencies](#) chapter.

### ***9.39.1.6 Cancel Button***

The Cancel button is enabled when Add/Edit County/City by ZIP Code dialog is active. Characteristics for the Cancel button are defined in the [Consistencies](#) chapter.

## **9.39.2 Processing**

This section describes the processes (navigation) that take place as a result of actions taken on the Add/Edit County/City by ZIP dialog.

### ***9.39.2.1 Edit for Required Entry in Controls***

Upon selection of the OK button, the system checks that an entry is made in the following controls:

- ZIP Code Masked Edit Box
- State Masked Edit Box
- County Drop-down List
- City Drop-down List

If an entry is not made in a masked edit box, the system invokes a standard error message with the text "An entry is required for the {control label}".

If a selection is not made in a drop-down list, the system invokes a standard error message with the text "A selection is required in the {control label}".

If the value entered in the ZIP Code masked edit box matches another ZIP Code found in the CountyCityByZip.ZIP, the system invokes a standard error message with the message text, "ZIP Code already exists."

If the value entered in the ZIP Code masked edit box is not a complete 5 or 9 digit ZIP, the system invokes a standard error message with the text, "{Control label} is invalid."

#### **9.39.2.2 Save Values**

Upon successful completion of the above-listed edits, the system saves the values on the Add/Edit County/City by ZIP Code dialog as defined in the data map below.

#### **9.39.3 Data Map**

<b>Control Label</b>	<b>Table</b>	<b>Column</b>	<b>Business Rule</b>
ZIP Code	CityCountyByZip	ZIP	
State	CityCountyByZip	StateCD	
County	CityCountyByZip	County	
City	CityCountyByZip	City	



## 9.40 Maintain Licensed Formula Wholesalers

The Maintain Licensed Formula Wholesalers dialog allows the user to update the Formula Wholesalers defined in the database. It is invoked when the user selects the Maintain Licensed Formula Wholesalers list item from the Reference Utility dialog. The dialog is invoked in response to the following actions:

- Selection of the Licensed Formula Wholesalers list item in the Reference Utility dialog (double click) as described earlier in this document.

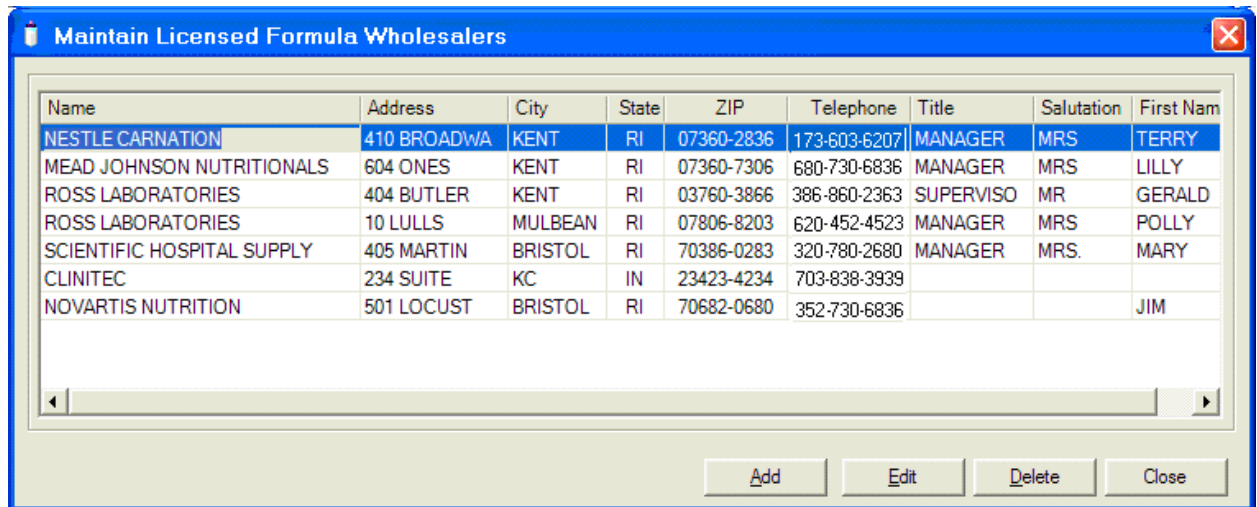


Figure 71 – Maintain Licensed Formula Wholesalers dialog

### 9.40.1 Controls

This section describes the behavior of the controls on the Maintain Licensed Formula Wholesalers dialog.

#### 9.40.1.1 Licensed Formula Wholesalers Data Grid

The control allows the user to view all Formula Wholesalers that have been defined in the database. It is enabled when the Maintain Licensed Formula Wholesalers dialog is active. It includes the following columns:

- Name (Primary Grocery Wholesaler)
- Address
- City
- State
- ZIP
- Telephone
- Title (Contact Person)
- Salutation (Contact Person)
- First Name (Contact Person)
- Last Name (Contact Person)

It is filled with all Formula Wholesalers defined in the database. The records are sorted in alphabetical order by Name. The first item in the data grid is initially selected. The values on the data grid are read-only. The control is single select.

#### ***9.40.1.2 Add Button***

The control allows the user to add a Formula Wholesaler in the database. It is enabled when the Maintain Licensed Formula Wholesalers dialog is active. The mnemonic for the button is "A".

#### ***9.40.1.3 Edit Button***

The control allows the user to modify information for the selected Formula Wholesaler in the Licensed Formula Wholesalers data grid. It is enabled when a record is selected in the Maintain Licensed Formula Wholesalers dialog. The mnemonic for the button is "E".

#### ***9.40.1.4 Delete Button***

The control allows the user to delete the selected Formula Wholesaler in the Licensed Formula Wholesalers data grid. It is enabled when a record is selected in the Maintain Licensed Formula Wholesalers dialog. The mnemonic for the button is "D".

#### ***9.40.1.5 Close Button***

The Close button is enabled when the Maintain Licensed Formula Wholesalers dialog is active. Characteristics for the Close button are defined in the [Consistencies](#) chapter.

### **9.40.2 Processing**

This section describes the processes (navigation) that take place as a result of actions taken on the Maintain Licensed Formula Wholesalers dialog.

#### ***9.40.2.1 Add Formula Wholesaler***

Upon selection of the Add button, the system invokes the Add Formula Wholesaler dialog as described in [Chapter 10 – Update Vendor Information](#)

#### ***9.40.2.2 Edit Primary Grocery Wholesaler***

Upon selection of the Edit button when an item is selected in the Maintain Licensed Formula Wholesalers dialog, the system invokes the Edit Formula Wholesaler dialog as described in [Chapter 10 – Update Vendor Information](#).

#### *9.40.2.3 Delete Primary Grocery Wholesaler*

Upon selection of the Delete button when an item is selected in the Formula Wholesalers data grid, the system invokes a standard dialog with the text "Do you want to delete this formula wholesaler?" The options of "Yes" and "No" is available. If the user selects "Yes", the system checks to see if the selected wholesaler is associated with a vendor. If the wholesaler is associated with at least one vendor, the system prevents the deletion of the selected wholesaler, and invokes a standard error message with the following text: "Unable to delete. This Formula Wholesaler is associated with at least one vendor." Upon dismissal of the error message, the system returns the user to the Maintain Licensed Formula Wholesalers dialog without deleting that wholesaler. If the selected wholesaler is not associated with a vendor, the system deletes the Formula Wholesaler from the FormulaWholesaler table. The contents of the Formula Wholesalers data grid are refreshed. If the user selects "No", the system returns to the Maintain Licensed Formula Wholesalers dialog without deleting the selected Formula Wholesaler.

#### *9.40.2.4 Close*

Upon selection of the Close button, the system dismisses the Maintain Licensed Formula Wholesalers dialog and returns the user to the Reference Utility window.





### 9.41 Other WIC Programs Dialog

The Other WIC Programs dialog displays all of the other WIC programs (outside of the current State program) whose participants redeem their checks at the same vendors. It is invoked in response to the following user actions:

- Selection of the Other WIC Programs list item on the Reference Utility window defined in this document.

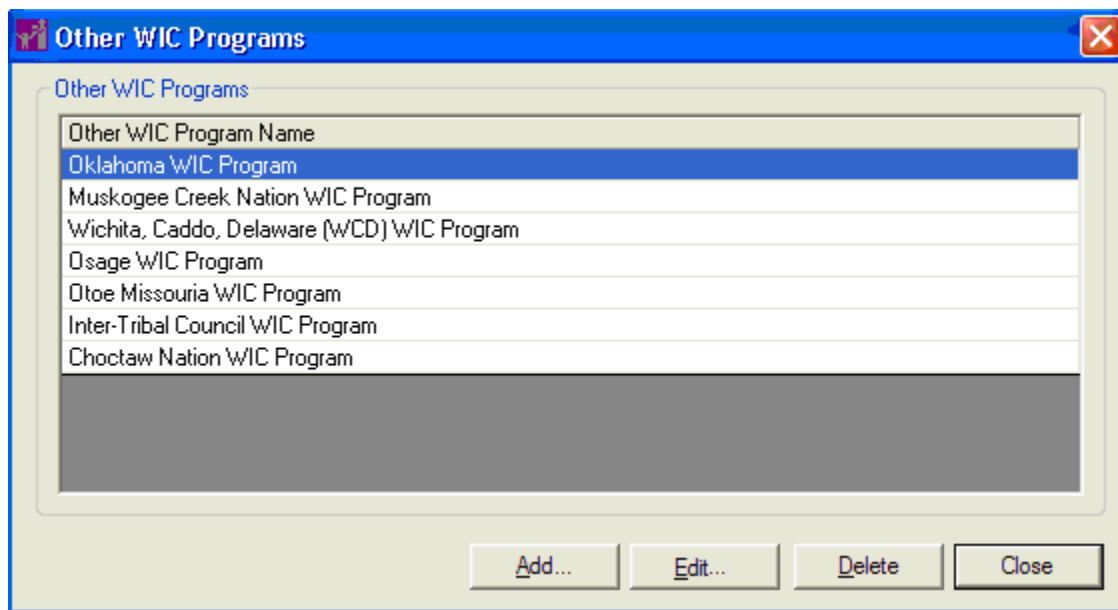


Figure 72 – Other WIC Programs Dialog

#### 9.41.1 Controls

This section describes the behavior of the controls on the Other WIC Programs dialog.

##### 9.41.1.1 Other WIC Programs Data Grid

The control allows the user to view all Other WIC Programs records. It is enabled when the Other WIC Programs dialog is active. It includes the following columns:

- Other WIC Program Name

An entry is added to the data grid for each record in the OtherWICProgram table. The records are sorted by WIC Program Name. The values in the data grid are read-only. The user may select a single entry in the data grid. The entries in the data grid can be resorted by clicking on a column header.

##### 9.41.1.2 Add Button

The control allows the user to add an Other WIC Programs. It is enabled when the dialog is active. The mnemonic for the button is "A".

#### ***9.41.1.3 Edit Button***

The control allows the user to edit the record selected in the Other WIC Programs data grid. It is enabled when a record is highlighted. The mnemonic for the button is "E".

#### ***9.41.1.4 Delete Button***

The control allows the user to delete the selected record in the Other WIC Programs data grid. It is enabled when a record is highlighted. The mnemonic for the button is "D".

#### ***9.41.1.5 Close Button***

The Close button is enabled when the Other WIC Programs dialog is active. Characteristics for the Close button are defined in the [Consistencies](#) chapter.

### **9.41.2 Processing**

This section describes the processes (navigation) that take place as a result of actions taken on the Other WIC Programs dialog.

#### ***9.41.2.1 Add***

Upon selection of the Add button, the system invokes the [Update Other WIC Program Dialog](#) defined in this document.

#### ***9.41.2.2 Edit***

Upon selection of the Edit button, the system invokes the [Update Other WIC Program Dialog](#) defined in this document.

#### ***9.41.2.3 Delete***

Upon selection of the Delete button, the system invokes a standard warning message with the text "Are you sure you want to delete the selected record?" The options "Yes" and "No" are available. If the user selects "Yes", the system deletes the selected record. The contents of the data grid are refreshed. If the user selects No, the system returns to the dialog without deleting.

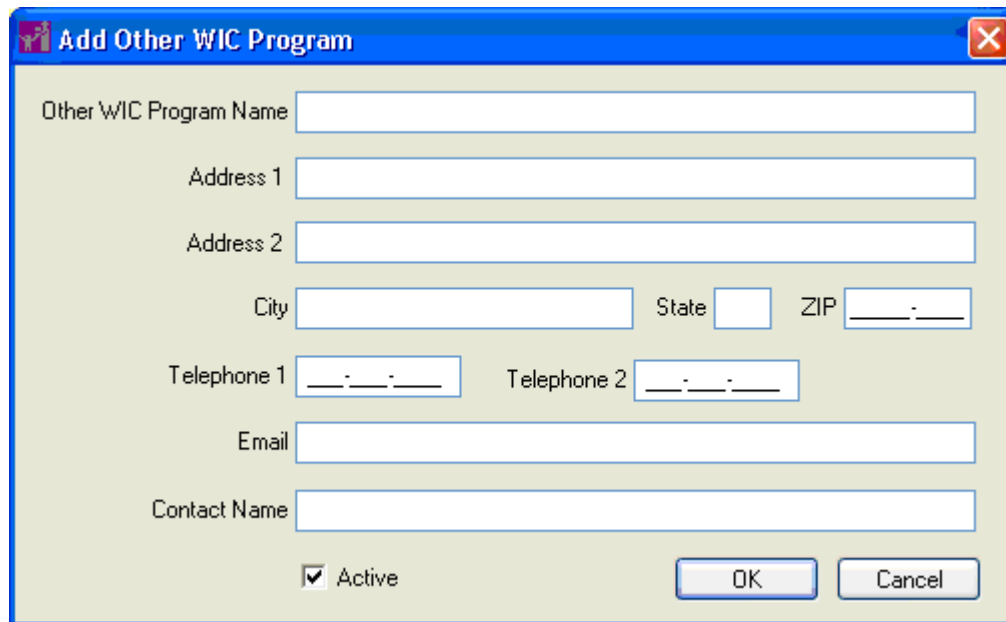
#### ***9.41.2.4 Close***

Upon selection of the Close button, the system dismisses the Other WIC Programs dialog and return to the Reference Utility window.

### 9.42 Update Other WIC Program Dialog

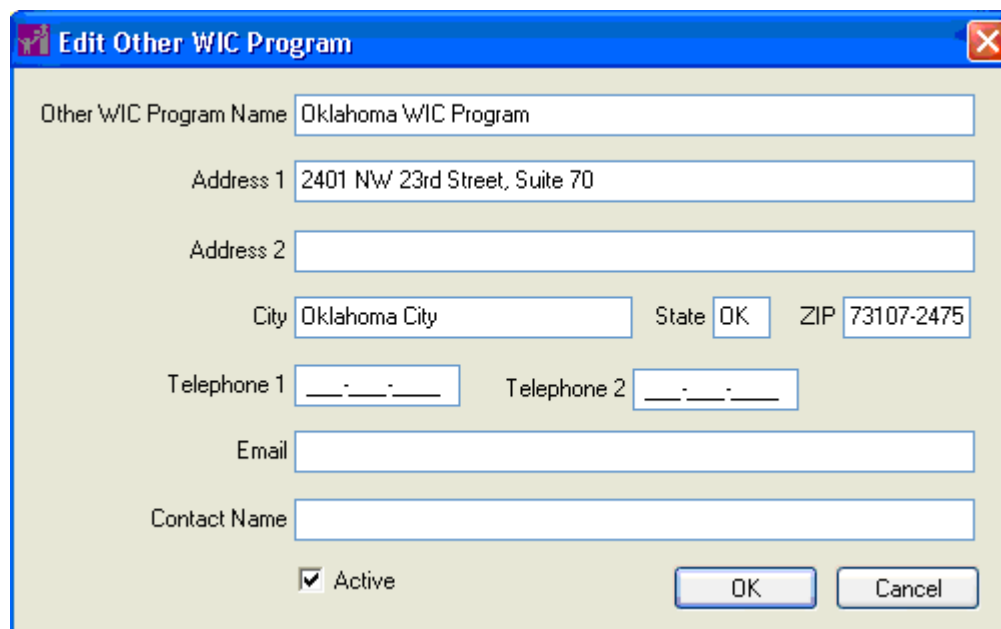
The Add/Edit Other WIC Program dialog allows the user to maintain the other WIC programs. It is invoked in response to the following user actions:

- Selection of the Add button on the [Other WIC Programs Dialog](#) defined in this document.
- Selection of the Edit button on the [Other WIC Programs Dialog](#) defined in this document.



The "Add Other WIC Program" dialog box features a blue title bar with a red close button. The main area is light gray and contains several input fields: "Other WIC Program Name", "Address 1", "Address 2", "City", "State" (a dropdown menu), "ZIP" (a field with a hyphen and a dot), "Telephone 1", "Telephone 2", "Email", and "Contact Name". At the bottom, there is a checked checkbox labeled "Active" and two buttons, "OK" and "Cancel".

Figure 73 – Add Other WIC Program Dialog



The "Edit Other WIC Program" dialog box is similar to the "Add" dialog but with pre-filled data. The "Other WIC Program Name" field contains "Oklahoma WIC Program". "Address 1" contains "2401 NW 23rd Street, Suite 70". "City" contains "Oklahoma City", "State" contains "OK", and "ZIP" contains "73107-2475". The "Active" checkbox is checked. The "OK" and "Cancel" buttons are at the bottom right.

Figure 74 – Edit Other WIC Program Dialog

### **9.42.1 Controls**

This section describes the behavior of the controls on the Add/Edit Other WIC Program dialog.

#### ***9.42.1.1 Other WIC Program Name Text Box***

The control accepts the name of the other WIC program. It is enabled when the dialog is active. The control accepts entry of alphanumeric characters. It allows a maximum length of fifty (50) character(s) for the value. If the dialog is in Add mode, the control is initially blank (cleared). If the dialog is in Edit mode, the control is initially populated with the value stored in the database.

#### ***9.42.1.2 Address1 Text Box***

The control accepts the address for the other WIC program. It is enabled when the dialog is active. If the dialog is in Add mode, the control is initially blank (cleared). If the dialog is in Edit mode, the control is initially populated with the value stored in the database. This is a fifty (50) character alphanumeric text box. The alpha characters entered is forced to uppercase.

#### ***9.42.1.3 Address2 Text Box***

The control allows the user to enter additional address information for the other WIC program. It is enabled when the dialog is active. If the dialog is in Add mode, the control is initially blank (cleared). If the dialog is in Edit mode, the control is initially populated with the value stored in the database. This is a fifty (50) character alphanumeric text box. The alpha characters entered is forced to uppercase.

#### ***9.42.1.4 City Text Box***

The control accepts the city in which the other WIC program is located. It is enabled when the dialog is active. If the dialog is in Add mode, the control is initially blank (cleared). If the dialog is in Edit mode, the control is initially populated with the value stored in the database. This is a thirty (30) character alphanumeric text box. The alpha characters entered is forced to uppercase.

#### ***9.42.1.5 State Text Box***

The control accepts the state abbreviation of the state in which the other WIC program is located. It is enabled when the dialog is active. If the dialog is in Add mode, the control is initially blank (cleared). If the dialog is in Edit mode, the control is initially populated with the value stored in the database. This is a 2 character alpha text box. The alpha characters entered is forced to uppercase.

#### ***9.42.1.6 ZIP Masked Edit Box***

The control accepts the zip code for the other WIC program. It is enabled when the dialog is active. It allows the entry of numeric characters. The mask for the box is "#####-####". If the dialog is in Add mode, the control is initially blank (cleared). If the dialog is in Edit mode, the control is initially populated with the value stored in the database.

#### ***9.42.1.7 Telephone 1 Masked Edit Box***

The control accepts the first telephone number for the other WIC program. It is enabled when the dialog is active. It allows the entry of numeric characters. The mask for the box is "###-###-####". If the dialog is in Add mode, the control is initially blank (cleared). If the dialog is in Edit mode, the control is initially populated with the value stored in the database.

#### ***9.42.1.8 Telephone 2 Masked Edit Box***

The control accepts the second telephone number for the other WIC program. It is enabled when the dialog is active. It allows the entry of numeric characters. The mask for the box is "###-###-####". If the dialog is in Add mode, the control is initially blank (cleared). If the dialog is in Edit mode, the control is initially populated with the value stored in the database.

#### ***9.42.1.9 Email Address Text Box (Email)***

The control accepts the email address for the other WIC program. It is enabled when the dialog is active. If the dialog is in Add mode, the control is initially blank (cleared). If the dialog is in Edit mode, the control is initially populated with the value stored in the database. Characteristics for the Email Address are defined in the [Consistencies](#) chapter.

#### ***9.42.1.10 Contact Name Text Box***

The control accepts the name of the contact person at the other WIC program. It is enabled when the dialog is active. It allows the entry of alphabetic and numeric characters. It allows a maximum length of fifty (50) character(s) for the value. If the dialog is in Add mode, the control is initially blank (cleared). If the dialog is in Edit mode, the control is initially populated with the value stored in the database.

#### ***9.42.1.11 Active Check box***

The control allows the user to indicate whether the Other WIC Program is active or not. It is enabled when the dialog is active. If the dialog is in Add mode, it is initially checked. If the dialog is in Edit mode, the control is initially populated with the value stored in the database.

#### *9.42.1.12 OK Button*

The OK button is enabled when the dialog is active (See the Processing section below). Characteristics for the OK button are defined in the [Consistencies](#) chapter.

#### *9.42.1.13 Cancel Button*

The Cancel button is enabled when the dialog is active. Characteristics for the Cancel button are defined in the [Consistencies](#) chapter.

### **9.42.2 Processing**

This section describes the processes (navigation) that take place as a result of actions taken on the Update Other WIC Program dialog.

#### *9.42.2.1 Edit for Required Entry in Controls*

Upon selection of the OK button, the system checks that an entry is made in the following controls:

- Other WIC Program Name text box
- Address1 text box
- City text box
- State text box
- ZIP masked edit box
- Telephone 1 edit box

If an entry is not made in a masked edit box, the system invokes a standard error message with the text "An entry is required for the {control label}".

#### *9.42.2.2 Edit for Legitimate Values in Controls*

Upon successful completion of the required entry edits, the system checks that the values entered into the controls are considered legitimate as follows:

- If the Update Other WIC Program dialog is in Add mode, the value of the Other WIC Program Name text box must not equal the name of another WIC program that already exists in the database. If entry does match a previous entry, the system invokes a standard error message with the text "Other WIC Program Name already exists."
- If the Update Other WIC Program dialog is in Edit mode, the value of the Other WIC Program Name text box must not be changed to equal the name of another other WIC program that already exists in the database. If entry does match a previous entry, the system invokes a standard error message with the text "Other WIC Program Name already exists."
- The State text box must contain two characters. If one character is entered, the system invokes a standard error message with the text "State is invalid."

- When a value is entered into the ZIP masked edit box but not a complete 5-digit or 9-digit ZIP code, the system invokes a standard error message with the text "(control label} is invalid."
- If a value is entered in the Telephone 1 and/or Telephone 2 masked edit boxes but not a complete a 10-digit telephone number, the system invokes a standard error message with the text "The entry for (control label} is invalid."

#### 9.42.2.3 Save Values

Upon successful completion of the above-listed edits, the system saves the values on the Add/Edit Food Prescription Age Category dialog as defined in the data map below.

After the data is saved the system returns to the Other WIC Programs Dialog. If the Update Other WIC Program dialog is in Add mode, an entry is added to the Other WIC Programs data grid with the values on the dialog. If the Update Other WIC Program dialog was in Edit mode, the selected entry is updated on the Other WIC Programs data grid with the values on the dialog.

#### 9.42.3 Data Map

Control Label	Table	Column	Business Rule
Other WIC Program Name	OtherWICProgram	Name	
Address1	OtherWICProgram	Address1	
Address2	OtherWICProgram	Address2	
City	OtherWICProgram	City	
State	OtherWICProgram	State	
ZIP	OtherWICProgram	ZIP	
Telephone 1	OtherWICProgram	Telephone 1	
Telephone 2	OtherWICProgram	Telephone 2	
Email	OtherWICProgram	Email	
Contact Name	OtherWICProgram	ContactName	
Active	OtherWICProgram	Active	





### 9.43 Food Items Dialog

The Food Items dialog allows the user to manage Food Items that are distributed to participants in the WIC Clinics. It is invoked when the user selects the Food Items list item on the Reference Utility window.

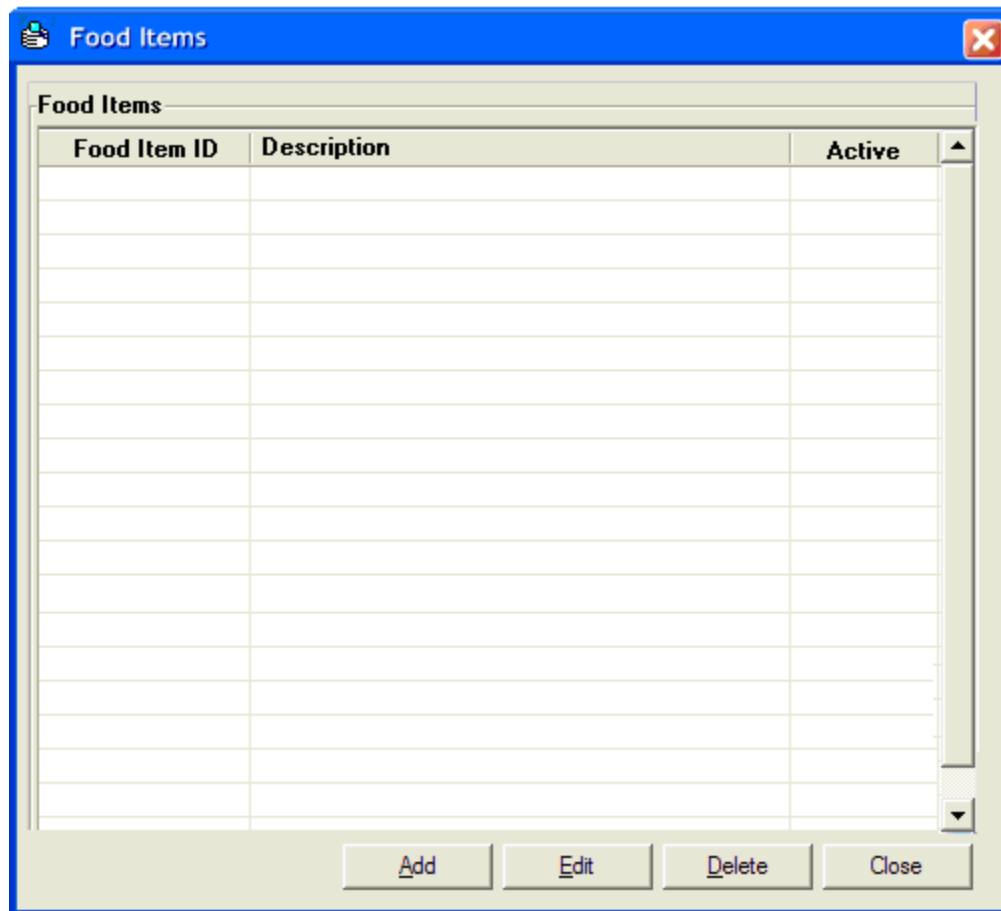


Figure 75 – Food Items Dialog

#### 9.43.1 Controls

##### 9.43.1.1 Food Items List

The food items list displays all food items listed in the FoodItem table. It is enabled when the Food Items dialog is active.

It includes the following columns:

- Food Item ID
- Description
- Active

The control is initially sorted by the Food Item ID column. The control can be re-sorted by clicking on the column headings. All items in the data grid are read-only. Single selection is allowed. Double-clicking an item in the data grid displays the Edit Food Item dialog defined in this document.

#### ***9.43.1.2 Add Button***

The Add button allows the user to add a new food item to the system. It is enabled when the dialog is active. The mnemonic for the button is "A".

#### ***9.43.1.3 Edit Button***

The Edit button allows the user to edit an existing food item in the system. It is enabled when the dialog is active and a food item is selected in the list. The mnemonic for the button is "E".

#### ***9.43.1.4 Delete Button***

The Delete button allows the user to delete an existing food item provided it is not referenced anywhere in the system. It is enabled when the dialog is active and a food item is selected in the list. The mnemonic for the button is "D".

#### ***9.43.1.5 Close Button***

The Close button allows the user to close the dialog. It is enabled when the dialog is active. Characteristics for the Close button are defined in the [Consistencies](#) chapter.

### **9.43.2 Processing**

This section describes the processes (navigation) that take place as a result of actions taken on the Food Items dialog.

#### ***9.43.2.1 Edits***

There are no updateable controls on this dialog, so no edits are performed.

#### ***9.43.2.2 Add***

Upon selection of the Add button, the system displays the Food Item Wizard defined in this document in Add mode. When adding a food item, there are no automatic additions to other tables. Upon returning to the Food Items dialog from the Food Item Wizard, the Food Items data grid is refreshed to show the newly added item.

#### ***9.43.2.3 Edit***

Upon selection of the Edit button, the system displays the Food Item Wizard defined in this document in Edit mode for the selected Food Item. Upon returning to the Food Items dialog from the Food Item Wizard, the Food Items data grid is refreshed to reflect the changes to the food item.

#### **9.43.2.4 Delete**

Upon selection of the Delete button, the system does the following:

- If the food item has been issued and is referenced elsewhere in the database, the system displays an error message with the message text, "This food item has been issued and may not be deleted." If any of the tables listed below contain a reference to the food item to be deleted, the system prevents the deletion to preserve database integrity. A standard error message is displayed. The associated tables are:
  - ItemPurchaseSize
  - FoodPackageItem
  - FoodPrescriptionItem
  - FoodPrescriptionTypeItem
  - FoodInstrumentItem
- If the food item has not been issued and is not referenced elsewhere in the application, the system deletes the food item and all records associated with this food item. After the food item has been deleted, the Food Items data grid is refreshed and the deleted item no longer appears in the list.

#### **9.43.2.5 Close**

Upon selection of the Close button, the system dismisses the dialog and return to the Reference Utility window.



## 9.44 Food Item Wizard

The Food Item Wizard allows the user to add or edit food items. It is invoked in Add mode when the user selects the Add button on the Food Items dialog. It is invoked in Edit mode when the user selects the Edit button on the Food Items dialog.

**NOTE:** Data entered in the Food Item Wizard either in Add mode or Edit mode is not saved to the database until all dialogs of the wizard have been completed and the Finish button on the last page of the wizard is clicked.

### 9.44.1 Food Item Wizard (Page 1)

The screenshot shows the 'Food Item Wizard (1 of 3)' dialog box. It contains the following fields and controls:

- Base Food Category:** A dropdown menu with 'FORMULA' selected.
- Description of Food Prescription:** A text box containing 'ENFAMIL ENFACARE LIPIL 12.8 OZ POWDER CANIS'.
- Multiple Items per Package:** An unchecked checkbox.
- Number of Items in Package/Case:** An empty text box.
- Item is Active:** A checked checkbox.
- Effective Date:** A date dropdown menu showing '1/1/2009'.
- Expiration Date:** A date dropdown menu showing '1/1/2030'.
- Prorate for Partial Month Issuance:** A checked checkbox.
- Distribution Rule:** A dropdown menu with 'Quantity on Separate Check(s)' selected.
- Food Instrument Number:** An empty text box.
- Unit Of Measure:** A dropdown menu with 'can' selected.
- Container Formulation Units:** A text box containing '12.8'.
- Formula Reconstituted Yield:** A text box containing '82' followed by 'fl. oz.'.
- Has Rebate Contract:** An unchecked checkbox.

At the bottom right, there are three buttons: '< Back', 'Next >', and 'Cancel'.

Figure 76 – Page 1 of the Food Item Wizard

#### 9.44.1.1 Controls

This section describes the behavior of the controls on page 1 of the Food Item Wizard.

#### 9.44.1.1.1 Base Food Category Drop-down List

The control allows the user to select the Base Food Category associated with the Food Item. The Base Food Category drop-down list is enabled when page 1 of the wizard is active. The drop-down list is populated with the descriptions of all Base Food Categories from the BaseFoodCategory table. If the wizard is in Add mode, the default value is initially set to blank. If the wizard is in Edit mode, the control is initially populated with the value stored in the database.

#### 9.44.1.1.2 Description on Food Prescription Text Box

The control allows the user to add or modify the description of the food item that appears on food prescriptions. It is enabled when the page 1 of the wizard is active. The text box accepts the entry of alphabetic, numeric, and the following special characters: {comma, period, apostrophe, dash, forward slash, left and right parentheses, asterisk, dollar sign, plus sign}. It allows a maximum length of sixty (60) character(s) for the value. If the wizard is in Add mode, the control is initially blank (cleared). If the wizard is in Edit mode, the control is initially populated with the value stored in the database.

**NOTE:** When adding a description for a formula item, the text should be a very detailed description of the item. For example enter "Vital High Nitrogen 2.79 oz Powder Containers". Other types of items such as Milk can have more generic descriptions such as "2% Milk".

#### 9.44.1.1.3 Multiple Items per Package Check Box

The control allows the user to indicate that this item is packaged with more than one item in the package as in the example of a six pack of formula which contains six individual cans or bottles. It is enabled when page 1 of the wizard is active. If the wizard is in Add mode, the control is initially blank (cleared). If the wizard is in Edit mode, the control is initially populated with the value stored in the database.

#### 9.44.1.1.4 Number of Items in Package/Case Masked Edit Box

The control allows the user to indicate the number of items per package if this item is a pack or case. It is enabled when page 1 of the wizard is active and the Multiple Items per Package check box is selected. The control allows for entry of numeric characters. The mask for the box is "####". If the wizard is in Add mode, the control is initially blank (cleared). If the wizard is in Edit mode, the control is initially populated with the value stored in the database.

#### 9.44.1.1.5 Item is Active Check Box

The control allows the user to indicate whether an item is active or inactive. (An active item is available to the application. An inactive item can be obsolete or omitted or can be a new item pending activation. The control is usually associated with infant formulas.) It is enabled when page 1 of the wizard is active. If the wizard is in Add mode, the check box is initially blank (cleared). If the wizard is in Edit mode, the control is initially populated with the value stored in the database.

#### 9.44.1.1.6 Effective Date Calendar Date Control

The control allows the user to select a date that the item becomes available to the application. (The effective date is usually associated with infant formulas.) The date control is enabled when page 1 of the wizard is active. If the wizard is in Add mode, the control is initially blank (cleared). If the wizard is in Edit mode, the control is initially populated with the value stored in the database.

#### 9.44.1.1.7 Expiration Date Calendar Date Control

The control allows the user to select the last date the food item is available to the application. (The expiration date is usually associated with infant formulas.) The date control is enabled when page 1 of the wizard is active. If the wizard is in Add mode, the control is initially blank (cleared). If the wizard is in Edit mode, the control is initially populated with the value stored in the database.

#### 9.44.1.1.8 Prorate for Partial Month Issuance Check Box

The control allows the user to indicate that this food item should be prorated to a reduced package size at issuance, if necessary. (Some items can be prorated and some cannot.) It is enabled when page 1 of the wizard is active. If the wizard is in Add mode, the control is initially blank (cleared). If the wizard is in Edit mode, the control is initially populated with the value stored in the database.

#### 9.44.1.1.9 Distribution Rule Drop-down List

The control accepts the distribution rule used to divide the prescribed quantity of the item across food instruments. It is enabled when page 1 of the wizard is active. It is populated with the values from the Reference Dictionary that have a Category = "FDDISTRULE". If the wizard is in Add mode, the control is initially blank (cleared). If the wizard is in Edit mode, the control is initially populated with the value stored in the database.



#### 9.44.1.1.10 Food Instrument Number Drop-down List

The control accepts the ordinal number of the food instrument within the food instrument set on which the entire quantity of the food item should be placed. It is enabled when page 1 of the wizard is active and Distribution Rule "Entire Qty on Specific Check" is selected in the Distribution Rule drop-down list. The Food Instrument Number drop-down list contains the values 1, 2, 3, and 4 plus an entry for "null". If the wizard is in Add mode, the control is initially blank (cleared). If the wizard is in Edit mode, the control is initially populated with the value stored in the database.

#### 9.44.1.1.11 Unit of Measure Drop-down List

The control accepts the prescribed container size in units for the food item such as quart, ounce, box, can, pkt, or pkg. It is enabled when page 1 of the wizard is active. It is populated with the values from the Reference Dictionary that have a Category = "UNITOFMEASURE". If the wizard is in Add mode, the control is initially blank (cleared). If the wizard is in Edit mode, the control is initially populated with the value stored in the database.

#### 9.44.1.1.12 Container Formulation Units Masked Edit Box

The control accepts the number of units (defined in the Unit of Measure above) held by each individual container. It is enabled when page 1 of the wizard is active. It allows the entry of numeric characters. The mask on the box is "#####.##". If the wizard is in Add mode, the control is initially blank (cleared). If the wizard is in Edit mode, the control is initially populated with the value stored in the database.

#### 9.44.1.1.13 Formula Reconstituted Yield Masked Edit Box

The control accepts the number of fluid ounces that the container of formula yields when reconstituted. It is enabled when page 1 of the wizard is active and the Base Food Category for the food item is "Formula". If the Base Food Category is set to a value other than "Formula", the masked edit box is cleared and disabled. It allows the entry of numeric characters. The mask on the box is "#####.##". If the wizard is in Add mode, the control is initially blank (cleared). If the wizard is in Edit mode, the control is initially populated with the value stored in the database.

#### 9.44.1.1.14 Has Rebate Contract Check Box

The control allows the user to indicate that the selected food item has a rebate contract. It is enabled when page 1 of the wizard is active and the Base Food Category for the food item is "Formula". If the Base Food Category is set to a value other than "Formula", the check box is cleared and disabled. It is initially blank if the dialog is in Add mode. If the wizard is in Edit mode, the control is initially populated with the value stored in the database.

#### 9.44.1.1.15 Rebate Contract Drop-down List

The control accepts the source for the contract under which the food item would be counted for estimated rebates. It is enabled when page 1 of the wizard is active and the Has Rebate Contract check box is selected. If the Has Rebate Contract check box is cleared, the drop-down list is cleared and disabled. It contains a list of manufacturers from the Reference Dictionary having Category = "CONTRACT". If the wizard is in Add mode, the control is initially blank (cleared). If the wizard is in Edit mode, the control is initially populated with the value stored in the database.

#### 9.44.1.1.16 Back Button

The control allows the user to display the previous page of the wizard. The Back button is disabled when page 1 of the wizard is displayed because no previous pages of the wizard exist to go back to. The mnemonic for the button is "B".

#### 9.44.1.1.17 Next Button

The control allows the user to display the next page of the wizard. The Next button is enabled when page 1 of the wizard is active. The mnemonic for the button is "N".

#### 9.44.1.1.18 Cancel Button

The control allows the user to dismiss the wizard without saving any data. The Cancel button is enabled when page 1 of the wizard is active. Characteristics of the Cancel button are defined in the [Consistencies](#) chapter.

### 9.44.1.2 Processing

This section describes the processes (navigation) that take place as a result of actions taken on page 1 of the Food Item Wizard.

#### 9.44.1.2.1 Initializing the Interface

When the dialog is invoked:

- Its title is "Food Item Wizard (1 of X)". ("X" indicates the total number of pages in the wizard based on status of the [FI ENABLE DELIVERYSYSTEMTYPE EBT](#) business rule.)

- The Formula Reconstituted Yield masked edit box is visible and enabled only for agencies with clinics that have the Electronic Benefit Transfer (EBT) food delivery system enabled. (For more information about enabling the Electronic Benefit Transfer (EBT) food delivery system, see the Update Clinic Dialog section in this document.)

#### 9.44.1.2.2 Navigate Forward

Upon selection of the Next button, the system processes the page 1 of the wizard.

##### *9.44.1.2.2.1 Edit for Required Entry in Controls*

The system checks that an entry is made in the following controls if they are enabled:

- Description on Food Prescription
- Container Formulation Units
- Formula Reconstituted Yield
- If the Multiple Items per Package check box is selected, an entry must be made in the Number of Items in Package/Case

If any of the above listed controls are enabled and an entry is not made, the system invokes a standard error message with the text "An entry is required for the {control label}."

The system checks that a selection is made in the following controls if they are enabled:

- Base Food Category drop-down list
- Distribution Rule drop-down list
- Unit of Measure drop-down list
- Food Instrument Number drop-down list
- Rebate Contract drop-down list

If a selection is not made in any of the above listed controls, the system invokes a standard error message with the text "A selection is required for the {control label}."

##### *9.44.1.2.2.2 Edit for Legitimate Values in Controls*

When the above-listed edits are completed successfully, a check is performed to ensure provided information is legitimate:

- If the Number of Items in Package/Case value is less than two (2), a standard error dialog is invoked with the text, "The {control name} must be greater than {threshold value}."
- If the Container Formulation Units value is less than one (1), a standard error dialog is invoked with the text, "The {control name} must be greater than {threshold value}."

- If the Multiple Items per Package check box is selected and the Formula Reconstituted Yield value is less than one (1), a standard error dialog is invoked with the text, "The {control name} must be greater than {threshold value}".

#### *9.44.1.2.2.3 Perform Cross-edits for Legitimate Values in Controls*

If both the Effective Date and Expiration Date are valued, the system checks that the Expiration Date is not before the Effective Date. If it is, the system invokes a standard error message with the text: "Expiration Date must be greater than or equal to the Effective Date."

#### *9.44.1.2.2.4 Display the Next Page of the Wizard*

Upon successful completion of the above-listed edits, the system displays page 2 of the Food Item Wizard.

**NOTE:** No data is saved until the last page of the wizard is completed and the Finish button is selected.

#### *9.44.1.2.3 Cancel the Wizard*

Upon selection of the Cancel button, the system dismisses the Food Item Wizard without saving any changes.

## 9.44.2 Food Item Wizard (Page 2)

Allowed	Category	Initial Quantity on Food Prescription	Max. Quantity on Food Prescription	Max. Quantity on Food Prescription (exclusively breastfeeding)	Max. Quant
<input type="checkbox"/>	Infant Less than 12 months				
<input checked="" type="checkbox"/>	Child 1 to 5 years old	24.00	24.00	0	8.0
<input checked="" type="checkbox"/>	Pregnant 6 thru 65 years old	28.00	28.00	0	8.0
<input checked="" type="checkbox"/>	Breastfeeding 6 thru 65 year	28.00	28.00	28.00	8.0
<input checked="" type="checkbox"/>	Non-BF Less than 18 years	24.00	24.00	0	8.0
<input checked="" type="checkbox"/>	Non-BF 18 years thru 65 yea	24.00	24.00	0	8.0

Figure 77 – Page 2 of the Food Item Wizard

### 9.44.2.1 Controls

This section describes the behavior of the controls on page 2 of the Food Item Wizard.

#### 9.44.2.1.1 Categories Data Grid

The control allows the user to select a category and edit the corresponding initial and maximum food item quantities by invoking the Food Item Quantity dialog. It is enabled when page 2 of the wizard is active. The columns on the data grid are read-only. The control supports single item selection. Double-clicking a row in the data grid invokes the Food Item Quantity dialog for the category selected. The columns on the data grid are:

- Allowed
- Category
- Initial Quantity on Food Prescription
- Max. Quantity on Food Prescription
- Max. Quantity on Food Prescription (Exclusively Breastfeeding)

- Maximum Quantity on Food Prescription (Partially Breastfeeding)
- Maximum Quantity on Food Prescription (Non-Breastfeeding)
- Maximum Quantity on Food Prescription (Mother of Multiples)
- Maximum Quantity on Food Prescription (Food Package III)
- Max. Quantity on Check

The Maximum Quantity on Food Prescription (Partially Breastfeeding) column is visible and enabled when the state business rule TBD = "Y".

The Maximum Quantity on Food Prescription (Non-Breastfeeding) column is visible and enabled when the state business rule TBD = "Y".

The Maximum Quantity on Food Prescription (Mother of Multiples) column is visible and enabled when the state business rule TBD = "Y".

The Maximum Quantity on Food Prescription (Food Package III) column is visible and enabled when the state business rule TBD = "Y".

#### 9.44.2.1.2 Edit Quantity Button

The control allows the user to set initial and maximum quantities for a category selected in the Categories data grid. The Edit Quantity button is enabled when a category is selected in the Categories data grid. The mnemonic for the button is "E".

#### 9.44.2.1.3 Set Default Button

The control allows the user to invoke the Set As Default Food Item for Category dialog. The Set Default button is enabled when page 2 of the dialog is active. The button has no mnemonic.

#### 9.44.2.1.4 Back Button

The control allows the user to display the previous page of the wizard. It is enabled when page 2 of the wizard is active. The mnemonic for the button is "B".

#### 9.44.2.1.5 Next Button

The control allows the user to display the next page of the wizard. It is enabled when page 2 of the wizard is active. The mnemonic for the button is "N".

#### 9.44.2.1.6 Cancel Button

The control allows the user to dismiss the wizard without saving any data. The Cancel button is enabled when page 2 of the wizard is active. Characteristics of the Cancel button are defined in the [Consistencies](#) chapter.

#### **9.44.2.2 Processing**

This section describes the processes (navigation) that take place as a result of actions taken on page 2 of the Food Item Wizard.

##### **9.44.2.2.1 Edit Quantity**

Upon selection of the Edit Quantity button, the system invokes the Food Item Quantity dialog for the category selected in the Categories data grid. Upon returning to page 2 of the wizard, the Categories data grid is refreshed.

##### **9.44.2.2.2 Navigate Backward**

Upon selection of the Back button, the system displays page 1 of the Food Item Wizard.

**NOTE:** No data is saved until the last page of the wizard is completed and the Finish button is selected.

##### **9.44.2.2.3 Navigate Forward**

Upon selection of the Next button, the system displays page 3 of the Food Item Wizard.

**NOTE:** No data is saved until the last page of the wizard is completed and the Finish button is selected.

##### **9.44.2.2.4 Cancel the Wizard**

Upon selection of the Cancel button, the system dismisses the Food Item Wizard without saving any changes.

### 9.44.3 Food Item Wizard (Page 3)

Food Item Wizard (3 of 3)

Milk Substitution Type: [None]

Manufacturer/Source:

Formula Type:

Formulation Base:

Formulation Format:

Classification:

Item Purchase Sizes

Food Distribution Item	Quantity	Link Type	Linked Distribution	Conversion
GALLON CONTAINER(S) WHOLE MI	4.00			0
HALF GALLON CONTAINER(S) WHO	2.00			0
QUART CONTAINER(S) WHOLE MIL	1.00			0

Add... Edit Delete

< Back Finish Cancel

Figure 78 – Page 3 of the Food Item Wizard

#### 9.44.3.1 Controls

This section describes the behavior of the controls on page 3 of the Food Item Wizard.

##### 9.44.3.1.1 Milk Substitution Type Drop-down List

The control allows the user to select a milk substitution type. It is enabled when page 3 of the wizard is active and the Base Food Category of the selected item is Milk. The drop-down list includes entries from the MilkSubstitutionType table and an additional entry of "[None]".

##### 9.44.3.1.2 Manufacturer/Source Drop-down List

The control allows the user to select a manufacturer or source. It is enabled when page 3 of the wizard is active and the Base Food Category of the selected item is "Formula". If the Base Food Category is set to a value other than "Formula", the drop-down list is cleared and disabled. The drop-down list includes entries from the Reference Dictionary with a Category equal to either "FORMULASOURCE".



#### 9.44.3.1.3 Type Drop-down List

The control allows the user to select a formula type. It is enabled when page 3 of the wizard is active and the Base Food Category of the selected item is "Formula". If the Base Food Category is set to a value other than "Formula", the drop-down list is cleared and disabled. The drop-down list includes entries from the Reference Dictionary with a Category equal to either "FORMULATYPE".

#### 9.44.3.1.4 Formulation Base Drop-down List

The control allows the user to select a formulation base. It is enabled when page 3 of the wizard is active and the Base Food Category of the selected item is "Formula". If the Base Food Category is set to a value other than "Formula", the drop-down list is cleared and disabled. The drop-down list includes entries from the Reference Dictionary with a Category equal to "FORMULATIONBASE".

#### 9.44.3.1.5 Formulation Format Drop-down List

The control allows the user to select a formulation format. It is enabled when page 3 of the wizard is active and the Base Food Category of the selected item is "Formula". If the Base Food Category is set to a value other than "Formula", the drop-down list is cleared and disabled. The drop-down list includes entries from the Reference Dictionary with a Category equal to "FORMULATIONFORMAT".

#### 9.44.3.1.6 Classification Drop-down List

The control allows the user to select a formula classification. It is enabled when page 3 of the wizard is active and the Base Food Category of the selected item is "Formula". If the Base Food Category is set to a value other than "Formula", the drop-down list is cleared and disabled. The drop-down list includes entries from the Reference Dictionary with a Category equal to "FORMULACLASS".

#### 9.44.3.1.7 Item Purchase Sizes Data Grid

The control allows the user to select an Item Purchase Size for the selected item. It is enabled when page 3 of the wizard is active. It is populated with entries from the ItemPurchaseSize table. The control supports single item selection and the data on the data grid is read-only. Double-clicking a row in the data grid allows the user to edit Item Purchase Size clicked. The following columns are displayed on the data grid:

- Food Distribution Item Description (Food Distribution Item)
- Quantity
- Link Type
- Linked Distribution
- Conversion Factor

#### 9.44.3.1.8 Add Button

The control allows the user to add an Item Purchase Size. It is enabled when page 3 of the wizard is active. The mnemonic for the button is "A".

#### 9.44.3.1.9 Edit Button

The control allows the user to edit an Item Purchase Size. It is enabled when page 3 of the wizard is active. The mnemonic for the button is "E".

#### 9.44.3.1.10 Delete Button

The control allows the user to delete an existing Item Purchase Size if it is not in use by the system. It is enabled when page 3 of the wizard is active. The mnemonic for the button is "D".

#### 9.44.3.1.11 Back Button

The control allows the user to display the previous page of the wizard. It is enabled when page 3 of the wizard is active. The mnemonic for the button is "B".

#### 9.44.3.1.12 Finish Button (Available by State Business Rule)

The control allows the user to complete the wizard and save the Food Item information to the database. The Finish button is enabled when page 3 of the wizard is active. The mnemonic for the button is "F".

#### 9.44.3.1.13 Cancel Button

The control allows the user to dismiss the wizard without saving any data. The Cancel button is enabled when page 3 of the wizard is active. Characteristics of the Cancel button are defined in the [Consistencies](#) chapter.

### 9.44.3.2 Processing

This section describes the processes (navigation) that take place as a result of actions taken on page 3 of the Food Item Wizard.

#### 9.44.3.2.1 Add Item Purchase Size

Upon selection of the Add button, the system invokes the Item Purchase Size dialog in Add mode. Upon returning to page 3 of the wizard, the Item Purchase Sizes data grid is refreshed.

#### 9.44.3.2.2 Edit Item Purchase Size

Upon selection of the Edit button, the system invokes the Item Purchase Size dialog in Edit mode for the Item Purchase Size selected in the Item Purchase Sizes data grid. Upon returning to page 3 of the wizard, the Item Purchase Sizes data grid is refreshed.

#### 9.44.3.2.3 Delete Item Purchase Size

Upon selection of the Delete button, the system invokes a standard warning message with the text "Are you sure you want to delete the selected record?" The options "Yes" and "No" are available. If the user selects "Yes", the system checks to see if the selected item is in use by the system. If it is not, the system deletes the selected Item Purchase Size record, and upon returning to page 3 of the wizard, the Item Purchase Sizes data grid is refreshed.. If the user selects "No", the system returns to the page 3 of the wizard without deleting the selected Item Purchase Size record.

#### 9.44.3.2.4 Navigate Backward

Upon selection of the Back button, the system displays page 2 of the Food Item Wizard.

**NOTE:** No data is saved until the last page of the wizard is completed and the Finish button is selected.

#### 9.44.3.2.5 Finish Wizard

Upon selection of the Finish button, the system processes the wizard data.

##### *9.44.3.2.5.1 Edit for Required Entry in Controls*

The system checks that a selection is made in the following controls if they are enabled:

- Milk Substitution Type drop-down list
- Manufacturer/Source drop-down list
- Formula Type drop-down list
- Formulation Base drop-down list
- Formulation Format drop-down list
- Classification drop-down list

If any of the above listed controls are enabled and a selection is not made, the system invokes a standard error message with the text "A selection is required for the {control label}."

##### *9.44.3.2.5.2 Edit for Legitimate Values in Controls*

When the above-listed edits are completed successfully, a check is performed to ensure that the provided information is legitimate:

- All values are considered legitimate.

##### *9.44.3.2.5.3 Perform Cross-edits for Legitimate Values in Controls*

When the above-listed edits are completed successfully, a check is performed to ensure that all cross-edits are met:

- No cross-edits are required.

#### 9.44.3.2.5.4 Save Food Item Information

Upon successful completion of the above-listed edits, the system saves the information entered in the Food Item Wizard to the database.

#### 9.44.3.2.6 Cancel the Wizard

Upon selection of the Cancel button, the system dismisses the Food Item Wizard without saving any changes.

### 9.44.4 Data Map

#### Food Item Wizard (Page 1)

Control	Table	Column	Business Rule
Base Food Category	FoodItem	BaseFoodCategoryID	
Description on Food Prescription	FoodItem	Description	
Multiple Items per Package	FoodItem	IsPack	
Number of Items in Package/Case	FoodItem	NumberInPack	
Item is Active	FoodItem	Active	
Effective Date	FoodItem	EffectiveDate	
Expiration Date	FoodItem	ExpirationDate	
Prorate for Partial month issuance	FoodItem	Prorate	
Distribution Rule	FoodItem	DistributionRule	
Food Instrument Number	FoodItem	CheckNumber	
Unit of Measure	FoodItem	UnitOfMeasure	
Container Formulation Units	FoodItem	ContainerUomQty	
Has Rebate Contract (drop-down list)	FoodItem	RebateContract	
Item is only available to women who are exclusively breastfeeding	FoodItem	IsEhbfOnly	

#### Food Item Wizard (Page 2)

Control	Table	Column	Business Rule
None			

### Food Item Wizard (Page 3)

Control	Table	Column	Business Rule
Milk Substitution Type	FoodItem	MilkSubstitutionType (If [None] is selected, the column value is set to Null)	If [None] is selected, set column value to null.
Manufacturer/Source	FoodItemFormula	SourceCd	
Formula Type	FooditemFormula	FormulaType	
Formulation Base	FooditemFormula	FormulationBase	
Formulation Format	FooditemFormula	FormulationFormat	
Classification	FooditemFormula	Classification	

### Food Item Wizard (Page 4)

Control	Table	Column	Business Rule
EBT Food Category	FoodItem	FoodCategoryCd – Store leading zeros	
EBT Food Sub-category	FoodItem	FoodSubcategoryCd – Store leading zeros	

#### NOTE:

#### FoodItem Table:

- When **adding** a Fooditem there are no automatic additions to other tables:
- Do not allow **delete** of a FoodItem if these reference it. It should cause an integrity error:
  - ItemPurchaseSize
  - FoodPackageItem
  - FoodPrescriptionItem
  - FoodPrescriptionTypeItem
  - FoodInstrumentItem

#### FoodDistributionItem Table:

- When **adding** a FoodDistributionItem add rows to these tables:
  - PeerGroupFoodItem (for each peergroup in the PeerGroup table)
  - PeerGroupFoodItemHistory (trigger for each row added to the PeerGroupFoodItem)
  - VendorPrices (for each vendor in the vendor table for the most recent price list)
- Do not allow **delete** of a FoodDistributionItem if these reference it. It should cause an integrity error:

- ItemPurchaseSize
- FoodInstrumentItem
- FoodInstrumentTypeItems
- PeerGroupFoodItem
- PeerGroupFoodItemHistory
- VendorPrices

### 9.45 Food Item Quantity Dialog

The Food Item Quantity dialog is invoked from page 2 of the Food Item Wizard. It provides the capability to add or edit specific category information.

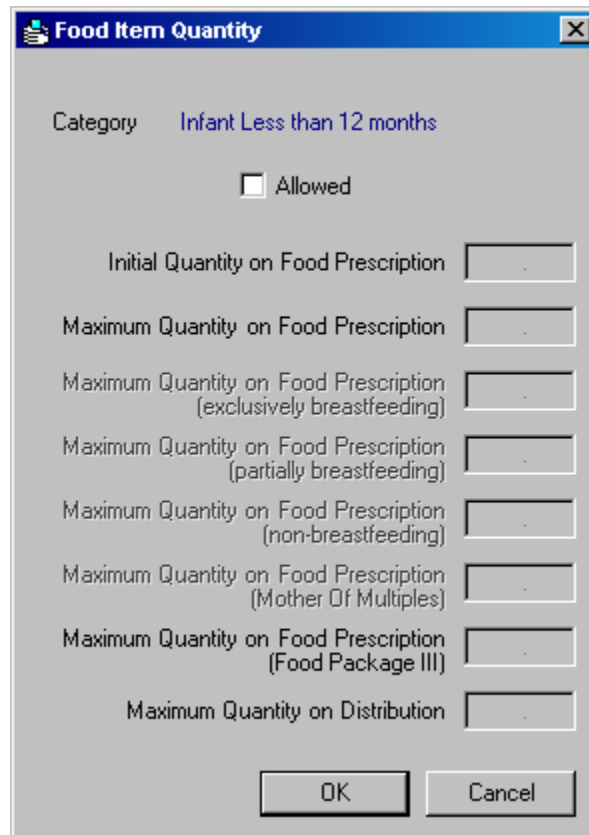


Figure 79 – Food Item Quantity Dialog

#### 9.45.1 Controls

This section describes the behavior of the controls on the Food Item Quantity dialog.

##### 9.45.1.1 Category Text Label and Value Label

The text and value labels allow the user to view the Category description associated with the selected food item. The value label displays the category description associated with the selected item in the inverse color of the form.

##### 9.45.1.2 Allowed Check Box

The control allows the user to indicate whether the selected food item is allowed on a food prescription for the age category shown. It is enabled when the dialog is active. If the dialog is in Add mode, the control is initially blank (cleared). If the dialog is in Edit mode, the control is initially populated with the value stored in the database.

#### ***9.45.1.3 Initial Quantity on Food Prescription Masked Edit Box***

The control accepts the quantity of the selected WIC approved food item to initially present. It is enabled when the dialog is active and the Allowed check box is selected. If the Allowed check box is cleared, the Initial Quantity masked edit box is disabled and cleared. It allows the entry of numeric characters. The mask on the box is "#####.##". If the dialog is in Add mode, the control is initially set to zero (0). If the dialog is in Edit mode, the control is initially populated with the value stored in the database.

#### ***9.45.1.4 Maximum Quantity on Food Prescription Masked Edit Box***

The control accepts the maximum quantity of the WIC approved food formulation format that can be added to a food prescription. It is enabled when the dialog is active and the Allowed check box is selected. If the Allowed check box is cleared, the Maximum Quantity masked edit box is disabled and cleared. It allows the entry of numeric characters. The mask on the box is "#####.##". If the dialog is in Add mode, the control is initially set to zero (0). If the dialog is in Edit mode, the control is initially populated with the value stored in the database.

#### ***9.45.1.5 Maximum Quantity on Food Prescription (Exclusively Breastfeeding) Masked Edit Box (Available by State Business Rule)***

The control allows the user to enter an override maximum quantity for enhanced food prescriptions. It is visible when the state business rule TBD = "Y". It is enabled when the Allowed check box is selected. If the Allowed check box is cleared, the Maximum Quantity on Food Prescription (exclusively breastfeeding) masked edit box is disabled and cleared. It allows the entry of numeric characters. The mask on the box is "#####.##". If the dialog is in Add mode, the control is initially set to zero (0). If the dialog is in Edit mode, the control is initially populated with the value stored in the database.

#### ***9.45.1.6 Maximum Quantity on Food Prescription (Partially Breastfeeding) Masked Edit Box (Available by State Business Rule)***

The control allows the user to enter an override maximum quantity for food prescriptions. It is visible when the state business rule TBD = "Y". It is enabled when the Allowed check box is selected. If the Allowed check box is cleared, the Maximum Quantity on Food Prescription (Partially Breastfeeding) masked edit box is disabled and cleared. It allows the entry of numeric characters. The mask on the box is "#####.##". If the dialog is in Add mode, the control is initially set to zero (0). If the dialog is in Edit mode, the control is initially populated with the value stored in the database.



***9.45.1.7 Maximum Quantity on Food Prescription (Non-Breastfeeding)  
Masked Edit Box (Available by State Business Rule)***

The control allows the user to enter an override maximum quantity for food prescriptions. It is visible when the state business rule TBD = "Y". It is enabled when the Allowed check box is selected. If the Allowed check box is cleared, the Maximum Quantity on Food Prescription (Non-Breastfeeding) masked edit box is disabled and cleared. It allows the entry of numeric characters. The mask on the box is "#####.##". If the dialog is in Add mode, the control is initially set to zero (0). If the dialog is in Edit mode, the control is initially populated with the value stored in the database.

***9.45.1.8 Maximum Quantity on Food Prescription (Mother of Multiples)  
Masked Edit Box (Available by State Business Rule)***

The control allows the user to enter an override maximum quantity for food prescriptions. It is visible when the state business rule TBD = "Y". It is enabled when the Allowed check box is selected. If the Allowed check box is cleared, the Maximum Quantity on Food Prescription (Mother of Multiples) masked edit box is disabled and cleared. It allows the entry of numeric characters. The mask on the box is "#####.##". If the dialog is in Add mode, the control is initially set to zero (0). If the dialog is in Edit mode, the control is initially populated with the value stored in the database.

***9.45.1.9 Maximum Quantity on Food Prescription (Food Package III)  
Masked Edit Box (Available by State Business Rule)***

The control allows the user to enter an override maximum quantity for food prescriptions. It is visible when the state business rule TBD = "Y". It is enabled when the Allowed check box is selected. If the Allowed check box is cleared, the Maximum Quantity on Food Prescription (Food Package III) masked edit box is disabled and cleared. It allows the entry of numeric characters. The mask on the box is "#####.##". If the dialog is in Add mode, the control is initially set to zero (0). If the dialog is in Edit mode, the control is initially populated with the value stored in the database.

***9.45.1.10 Maximum Quantity on Distribution Masked Edit Box***

The control accepts the maximum quantity of the prescribed food item units that may appear on a single check. It is enabled when the dialog is active and the Allowed check box is selected. If the Allowed check box is cleared, the Maximum Quantity on Distribution masked edit box is disabled and cleared. It allows the entry of numeric characters. The mask on the box is "#####.##". If the dialog is in Add mode, the control is initially set to zero (0). If the dialog is in Edit mode, the control is initially populated with the value stored in the database.

#### *9.45.1.11 OK Button*

It is enabled when the dialog is active (See the Processing section below). Characteristics for the OK button are defined in the [Consistencies](#) chapter.

#### *9.45.1.12 Cancel Button*

The Cancel button is enabled when the dialog is active. Characteristics of the Cancel button are defined in the [Consistencies](#) chapter.

### **9.45.2 Processing**

This section describes the processes (navigation) that take place as a result of actions taken on the Food Item Quantity dialog.

#### *9.45.2.1 Initial Display of the Dialog*

Upon initial presentation of the dialog, the system

- Sets the title bar text to "Food Item Quantity"
- Disables and clears all entry fields if the Allowed check box is not checked
- Enables the Maximum Quantity on Food Prescription (exclusively breastfeeding) if the WIC Category is Breastfeeding.
- Disables the Maximum Quantity on Food Prescription (exclusively breastfeeding) if the WIC Category is not Breastfeeding.

#### *9.45.2.2 Edit for Required Entry in Controls*

Upon selection of the OK button, the system checks that an entry is made in the following controls if they are enabled:

- Initial Quantity on Food Prescription
- Maximum Quantity on Food Prescription
- Maximum Quantity on Food Prescription (exclusively breastfeeding)
- Maximum Quantity on Distribution

If an entry has not been made in one of these controls and it is enabled, the system invokes a standard error message with the text "An entry is required in the {control label}."

#### *9.45.2.3 OK Button*

Upon selection of the OK button and successful completion of the edits, the system dismisses the dialog and returns the user to the page 2 of the Food Item Wizard. Characteristics of the OK button are defined in the [Consistencies](#) chapter.

#### 9.45.2.4 Cancel Button

Upon selection of the Cancel button, the system dismisses the dialog without saving any information and returns the user to the page 2 of the Food Item Wizard. Characteristics of the Cancel button are defined in the [Consistencies](#) chapter.

#### 9.45.3 Data Map

Control	Table	Column	Business Rule
Initial Quantity on Food Prescription	FoodItemQty	InitialFoodItemQty	
Maximum Quantity on Food Prescription	FoodItemQty	MaximumFoodItemQty	
Maximum Quantity on Food Prescription (Exclusively Breastfeeding)	FoodItemQty	MaximumFoodItemQtyEnhanced	
Maximum Quantity on Food Prescription (Partially Breastfeeding)	FoodItemQty	MaximumFoodItemQtyPartialBF	
Maximum Quantity on Food Prescription (Non-Breastfeeding)	FoodItemQty	MaximumFoodItemQtyNONBF	
Maximum Quantity on Food Prescription (Mother of Multiples)	FoodItemQty	MaximumFoodItemQtyBFMult	
Maximum Quantity on Food Prescription (Food Package III)	FoodItemQty	MaximumFoodItemQtyFoodPkgI II	
Maximum Quantity on Distribution	FoodItemQty	MaxQuantityOnCheck	

## 9.46 Item Purchase Size

The Item Purchase Size dialog provides the capability to add or edit specific item purchase size information for a food item. It is invoked in Add mode by selecting the Add button on page 3 of the Food Item Wizard. It is invoked in Edit mode by selecting the Edit button on page 3 of the Food Item Wizard.

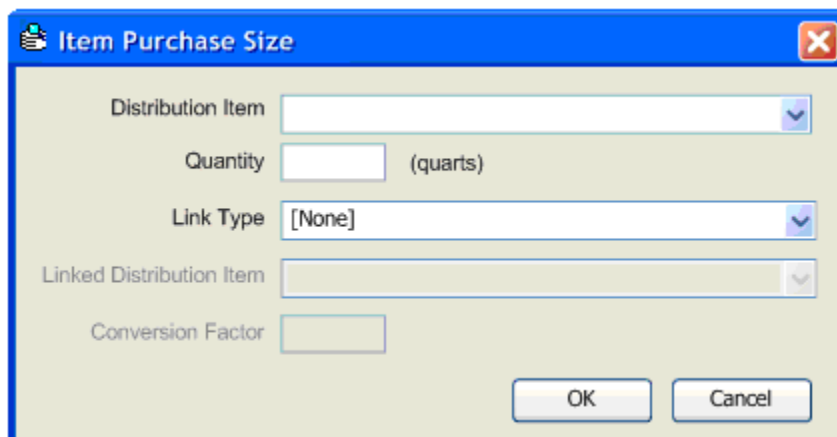


Figure 80 – Item Purchase Size Dialog

### 9.46.1 Controls

This section describes the behavior of the controls on the Item Purchase Size dialog.

#### 9.46.1.1 Distribution Item Drop-down List

The control allows the user to select a Food Distribution Item associated with the selected Food Item. It is enabled when the dialog is active. The drop-down list includes food distribution items from the FoodDistributionItem table with the same BaseFoodCategoryID as the food item, with an Active flag equal to "Y", and that have not been associated with the food item through the Item Purchase Sizes data grid on page 3 of the Food Item Wizard. (A food item can be linked to a distribution item only once.) The list is sorted alphabetically in ascending order. If the dialog is in Add mode, the drop-down list value is initially blank. If the dialog is in Edit mode, the control is initially populated with the value stored in the database. A selection is required in this control.

#### 9.46.1.2 Quantity Masked Edit Box

The control accepts the number of designated units of the selected food distribution item that can be used to issue food benefits on a food instrument. It is enabled when the dialog is active. It allows the entry of seven (7) numeric characters. The mask on the box is "#####.##". If the dialog is in Add mode, the control is initially blank (cleared). If the dialog is in Edit mode, the control is initially populated with the value stored in the database.

Quantity is a count of the described food item to equal the value in the food distribution item, for example: quantity of 4 quarts of milk = 1 gallon of the distribution item.

#### ***9.46.1.3 Unit of Measure Value Label***

The label allows the user to view the description of the Unit of Measure associated with the selected Food Item. The text description is taken from the Reference Dictionary having ExternalID = FoodItem.UnitOfMeasure and Category = "UNITOFMEASURE". The label displays in the inverse color of the form.

#### ***9.46.1.4 Link Type Drop-down List***

The control allows the user to select a code indicating the type of linkage between the distribution item and the linked distribution item. It is enabled when the dialog is active. The list includes entries from the Reference Dictionary having Category = "DILINKAGE" plus an entry = "[None]". If the dialog is in Add mode, the default value is "[None]". If the dialog is in Edit mode, the control is initially populated with the value stored in the database.

NOTE: The "OR" linkage type should not be selected if the food distribution items are in a rebate.

#### ***9.46.1.5 Linked Distribution Item Drop-down List***

The control allows the user to select the item to be "linked". It is enabled when the Link Type is not equal to "[None]". If the Link Type selected is "[None]", it is cleared and disabled. The list includes food distribution items from the FoodDistributionItem table with the same BaseFoodCategoryID as the food item, with an Active flag equal to "Y", that have not been selected in the Distribution Item drop-down list. (This eliminates the possibility of linking an item to itself.) The list is sorted alphabetically in ascending order. If the dialog is in Add mode, the control is initially blank (cleared). If the dialog is in Edit mode, the control is initially populated with the value stored in the database.

#### ***9.46.1.6 Conversion Factor Masked Edit Box***

The control accepts the factor used to convert the quantity of the primary distribution item into the quantity of the linked distribution item. For example, if the first item is a quantity of one 16 ounce package of cheese, the second item would have a conversion factor of two if the item was an 8 ounce package of cheese. It is enabled when the dialog is active and the Link Type is not "[None]". The masked edit box is cleared and disabled if the Link Type equals "[None]". It allows the entry of ten (10) numeric characters. The mask on the box is "#####". If the dialog is in Add mode, the control is initially blank (cleared). If the dialog is in Edit mode, the control is initially populated with the value stored in the database.

#### *9.46.1.7 OK Button*

The control allows the user to process the dialog and return the specified information to the Food Item Wizard. Characteristics of the OK button are defined in the [Consistencies](#) chapter.

#### *9.46.1.8 Cancel Button*

The control allows the user to dismiss the dialog without saving any changes. Characteristics of the Cancel button are defined in the [Consistencies](#) chapter.

### **9.46.2 Processing**

This section describes the processes (navigation) that take place as a result of actions taken on the Item Purchase Size dialog.

#### *9.46.2.1 Edit for Required Entry in Controls*

Upon selection of the OK button, the system checks that an entry is made in the following controls if they are enabled:

- Quantity
- Conversion Factor

If an entry has not been made in one of these controls and it is enabled, the system invokes a standard error message with the text "An entry is required in the {control label}."

Upon selection of the OK button, the system checks that a selection is made in the following controls if they are enabled:

- Distribution Item
- Link Type
- Linked Distribution Item

If a selection has not been made in one of these drop-down lists and it is enabled, the system invokes a standard error message with the text "A selection is required in the {control label}."

#### *9.46.2.2 Edit for Legitimate Values in Controls*

When the above-listed edits are completed successfully, a check is performed to ensure that the provided information is legitimate:

- If the Quantity value is less than one (1), a standard error dialog is invoked with the text, "The {control name} must be greater than {threshold value}."
- If the Conversion Factor value is less than one (1), a standard error dialog is invoked with the text, "The {control name} must be greater than {threshold value}."

#### 9.46.2.3 OK Button

Upon selection of the OK button and successful completion of the edits, the system dismisses the dialog and returns to page 3 of the Food Item Wizard. No data is saved to the database until the user completes the Food Item Wizard and selects the Finish button. Characteristics of the OK button are defined in the [Consistencies](#) chapter.

#### 9.46.2.4 Cancel Button

Upon selection of the Cancel button, the system dismisses the dialog without saving any information and returns the user to page 3 of the Food Item Wizard. Characteristics of the Cancel Button are defined in the [Consistencies](#) chapter.

### 9.46.3

Control	Table	Column	Business Rule
Distribution Item	ItemPurchaseSize	DistributionItemId	
Quantity	ItemPurchaseSize	Quantity	
Link Type	ItemPurchaseSize	LinkageType	If linkage type selection is [None], set column value to null.
Linked Distribution Item	ItemPurchaseSize	LinkedDistributionItemId	If linkage type selection is [None], set column value to null.
Conversion Factor	ItemPurchaseSize	ConversionFactor	

## 9.47 Distribution Items Dialog

The Distribution Items dialog provides a means to manage food distribution items. It is invoked when the user selects the Food Distribution Items list item in the Reference Utility window defined in this document.

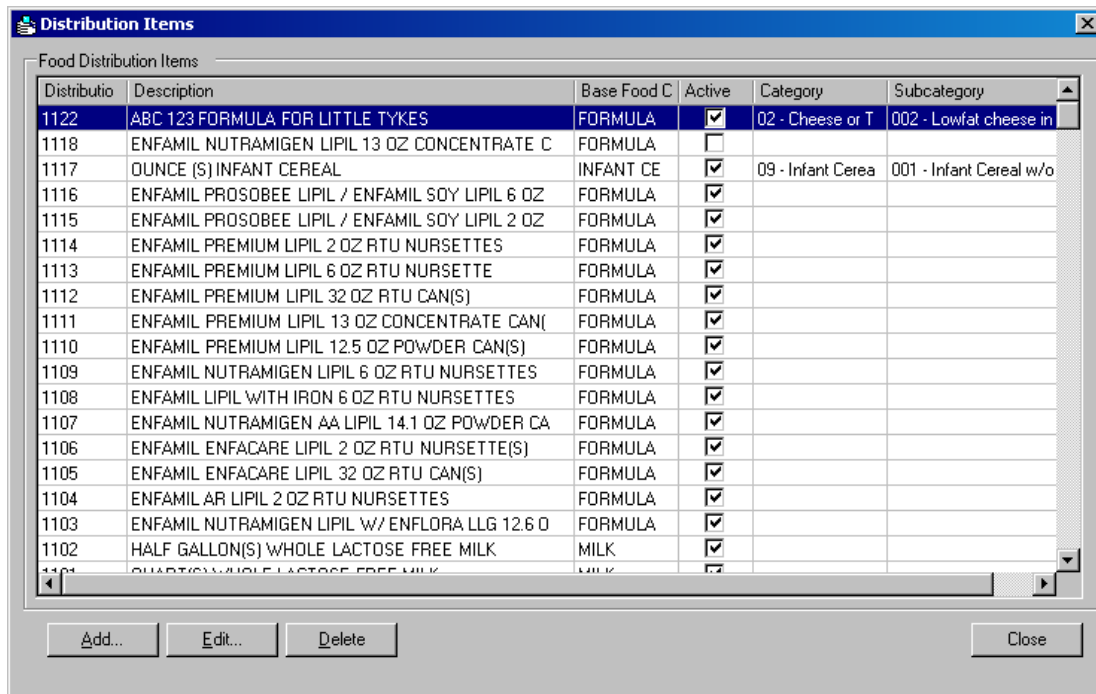


Figure 81 –Distribution Items Dialog

### 9.47.1 Controls

This section describes the behavior of the controls on the Food Distribution Items List dialog.

#### 9.47.1.1 Food Distribution Items Data Grid

The control displays all food distribution items. It is enabled when the dialog is active. It includes the following columns:

- Distribution Item ID (ID)
- Description
- Base Food Category
- Active
- Category
- Subcategory

A row is added for each food distribution item. The values are read-only. Clicking a row selects it. Double-clicking a row invokes the Food Distribution Item dialog in Edit mode for the selected food distribution item.



Rows are initially sorted in ascending order by distribution item ID. Rows can be resorted by the data in a column by clicking the column header.

#### *9.47.1.2 Add Button*

The control starts the process of adding a food distribution item. It is enabled when the dialog is active. Its mnemonic is "A".

#### *9.47.1.3 Edit Button*

The control starts the process of editing a food distribution item selected in the Food Distribution item data grid. It is enabled when the dialog is active and a row is selected in the Food Distribution Items data grid. Its mnemonic is "E".

#### *9.47.1.4 Delete Button*

The control starts the process of deleting a food distribution item selected in the Food Distribution item data grid. It is enabled when the dialog is active and a row is selected in the Food Distribution Items data grid. Its mnemonic is "D".

#### *9.47.1.5 Close Button*

The control dismisses the dialog. It is enabled when the dialog is active. Characteristics for the Close button are defined in the [Consistencies](#) chapter.

### **9.47.2 Processes**

This section describes the processes (navigation) that take place as a result of actions taken on the Distribution Items dialog.

#### *9.47.2.1 Initializing the Interface*

When the dialog is invoked:

- Its title is "Food Distribution Items".
- The Food Distribution Items data grid is populated with all food distribution items.
- The first row of the Food Distribution Items data grid is initially selected.
- The Category and Subcategory columns are visible in the Food Distribution Items data grid only for agencies with clinics that have the Electronic Benefit Transfer (EBT) food delivery system enabled. (For more information about enabling the Electronic Benefit Transfer (EBT) food delivery system, see the Update Clinic Dialog section in this document.)

#### *9.47.2.2 Add a Food Distribution Item*

When the Add button is selected, the Food Distribution Item dialog defined in this document is invoked in Add mode.

When the Food Distribution Item dialog is successfully processed and focus is returned, the Food Distribution Items data grid is updated to display the added item.

#### *9.47.2.3 Edit a Food Distribution Item*

When the Edit button is selected, the Food Distribution Item dialog defined in this document is invoked in Edit mode for the row (food distribution item) selected in the Food Distribution Item data grid.

When the Food Distribution Item dialog is successfully processed and focus is returned, the Food Distribution Items data grid is updated to display the updated item.

#### *9.47.2.4 Delete a Food Distribution Item*

When the Delete button is selected, a standard confirmation dialog is invoked with the text, "Are you sure you want to delete ({Item ID} {Base Food Category} {Description})?"

- If the Yes button on the confirmation dialog is selected, a check is performed to determine whether the food distribution item is in use\*.
  - If it is not in use, it is deleted from the database, focus is returned to the Distribution Items dialog, and the Food Distribution Items data grid is updated to remove the deleted item.
  - If it is in use, it is not deleted from the database, and a standard error dialog is invoked with the text, "This record is referenced elsewhere and cannot be deleted." When the OK button on the error dialog is selected, the dialog is dismissed, and focus is returned to the Distribution Items dialog.
- If the No button on the confirmation dialog is selected, the food distribution item is not deleted, and focus is returned to the Distribution Items dialog.

\*If any of the following tables contain a reference to the food distribution item to be deleted, the item is considered to be "in use":

- ItemPurchaseSize
- FoodInstrumentItem
- PeerGroupFoodItem
- PeerGroupFoodItemHistory
- VendorPrices

#### 9.47.2.5 Close the Dialog

When the Close button is selected, the Distribution Items dialog is dismissed. Characteristics of the Close button are defined in the [Consistencies](#) chapter.

#### 9.47.2.6 Data Map

Control	Table	Column	Business Rule
<b>Food Distribution Item data grid column data:</b>			
ID	FoodDistributionItem	DistributionItemID	
Description	FoodDistributionItem	Description & Description2	
Base Food Category	BaseFoodCategory	Description	
Active	FoodDistributionItem	Active	
EBT Category	FoodDistributionItem	FoodCategoryCd	
EBT Sub-category	FoodDistributionItem	FoodSubcategoryCd	

## 9.48 Food Distribution Item Dialog

The Food Distribution Item dialog provides a means to add or update a food distribution item. To fulfill this dual role, the dialog can be invoked in an Add and an Edit mode.

The dialog is invoked in Add mode by performing the following actions:

- Display the Distribution Items dialog defined in this document. Click the Add button.

The dialog is invoked in Edit mode by performing the following actions:

- Display the Distribution Items dialog defined in this document. Select a row (food distribution item) in the Food Distribution Items data grid. Click the Edit button.

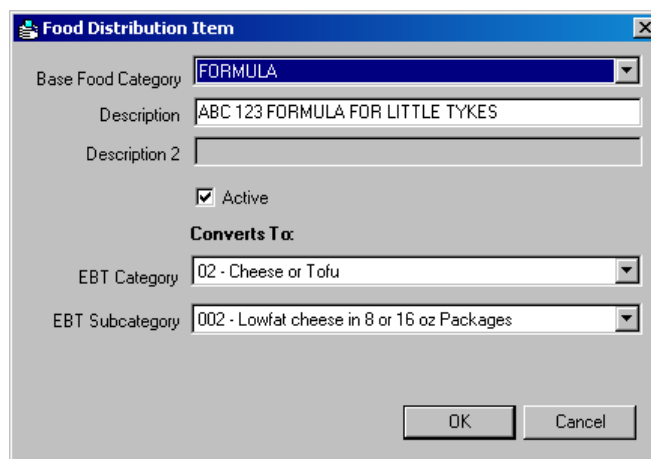


Figure 82 – Food Distribution Item Dialog

### 9.48.1 Controls

This section describes the behavior of the controls on the Food Distribution Item dialog.

#### 9.48.1.1 Base Food Category Drop-down List

The control provides a list from which the base food category for the food distribution item can be selected. It is enabled when the dialog is active. The list includes all base food categories.

#### 9.48.1.2 Description Text Box

The control accepts a description for the food distribution item. It is enabled when the dialog is active. It allows the entry of alphabetic, numeric, and the following special characters: {comma, period, apostrophe, dash, forward slash, left and right parentheses, asterisk, dollar sign, and plus sign}. It allows a maximum length of sixty (60) character(s) for the value.

#### ***9.48.1.3 Description 2 Text Box***

The control accepts an extended description for the food distribution item. It is enabled when the dialog is active and state business rule [DistributionItemDescription2Enabled](#) = "Y". It allows the entry of alphabetic, numeric, and the following special characters: {comma, period, apostrophe, dash, forward slash, left and right parentheses, asterisk, dollar sign, and plus sign}. It allows a maximum length of sixty (60) character(s) for the value.

**NOTE:** Description 2 is used to balance to external clinic systems that print food instruments and import data into this system.

#### ***9.48.1.4 EBT Category Drop-down List***

The control provides a list from which the EBT category for the food distribution item can be selected. It is enabled when the dialog is active and the Electronic Benefit Transfer (EBT) food delivery system is enabled for at least one clinic in the WIC program. (For more information about enabling the Electronic Benefit Transfer (EBT) food delivery system, see the Update Clinic Dialog section in this document.) The list includes all EBT categories.

#### ***9.48.1.5 EBT Subcategory Drop-down List***

The control provides a list from which the EBT sub-category for the food distribution item can be selected. It is enabled when the dialog is active and the Electronic Benefit Transfer (EBT) food delivery system is enabled for at least one clinic in the WIC program. (For more information about enabling the Electronic Benefit Transfer (EBT) food delivery system, see the Update Clinic Dialog section in this document.) The list includes all EBT sub-categories.

#### ***9.48.1.6 Active Check Box***

The control provides a means to activate and deactivate the food distribution item. It is enabled when the dialog is active.

**NOTE:** Inactive items are ignored by vendor pricing. This indicator is used as a filter for the vendor price list.

#### ***9.48.1.7 OK Button***

The OK button is enabled when the dialog is active. Characteristics for the OK button are defined in the [Consistencies](#) chapter.

#### ***9.48.1.8 Cancel Button***

The Cancel button is enabled when the dialog is active. Characteristics for the Cancel button are defined in the [Consistencies](#) chapter.

## 9.48.2 Processing

This section describes the processes (navigation) that take place as a result of actions taken on the Food Distribution Item dialog.

### 9.48.2.1 *Initializing the Interface*

When the dialog is invoked:

- Its title is "Food Distribution Item".
- When the dialog is in Add mode, all controls are initially blank (cleared).
- When the dialog is in Edit mode, all controls are initially populated with the value stored for them in the database.
- The EBT Category and EBT Subcategory drop-down lists are visible only for agencies with clinics that have the Electronic Benefit Transfer (EBT) food delivery system enabled. (For more information about enabling the Electronic Benefit Transfer (EBT) food delivery system, see the Update Clinic Dialog section in this document.)

### 9.48.2.2 *Process the Dialog*

When the OK button is selected, the following processes are started:

#### 9.48.2.2.1 Verify Required Information

A check is performed to ensure required information is provided:

- If either of the following controls are enabled and do not contain a value, a standard error dialog is invoked with the following text, "An entry is required for the {control name}."
  - Description text box
  - Description 2 text box
- If any of the following controls are enabled and do not contain a value, a standard error dialog is invoked with the following text, "A selection is required for the {control name}."
  - Base Food Category drop-down list
  - EBT Category drop-down list
  - EBT Sub-category drop-down list

#### 9.48.2.2.2 Verify Legitimate Values

When the above-listed edits are completed successfully, a check is performed to ensure the information provided is legitimate:

- All values are considered legitimate.

#### 9.48.2.2.3 Perform Cross-edits

When the above-listed edits are completed successfully, a check is performed to ensure all cross-edits are met:

- No cross-edits are required.

#### 9.48.2.2.4 Save Food Distribution Item

When the above-listed edits are completed successfully, and no errors are found:

- The information is saved to the database, the dialog is dismissed, and focus is returned to the Distribution Items dialog.

**NOTE:** When a food distribution item is added, rows are added to the following tables:

- PeerGroupFoodItem (for each peergroup in the PeerGroup table)
- PeerGroupFoodItemHistory (trigger for each row added to the PeerGroupFoodItem)
- VendorPrices (for each vendor in the vendor table for the most recent price list)

#### 9.48.2.3 Cancel Button

When the Cancel button is selected, the dialog is dismissed without saving any information and focus is returned to the Distribution Items dialog.

### 9.48.3 Data Map

Control	Table	Column	Business Rule
Base Food Category	FoodDistributionItem	BaseFoodCategoryID	
Description	FoodDistributionItem	Description	
Description2	FoodDistributionItem	Description2	
Active	FoodDistributionItem	Active	

## 9.49 High Risk Volume Score Dialog

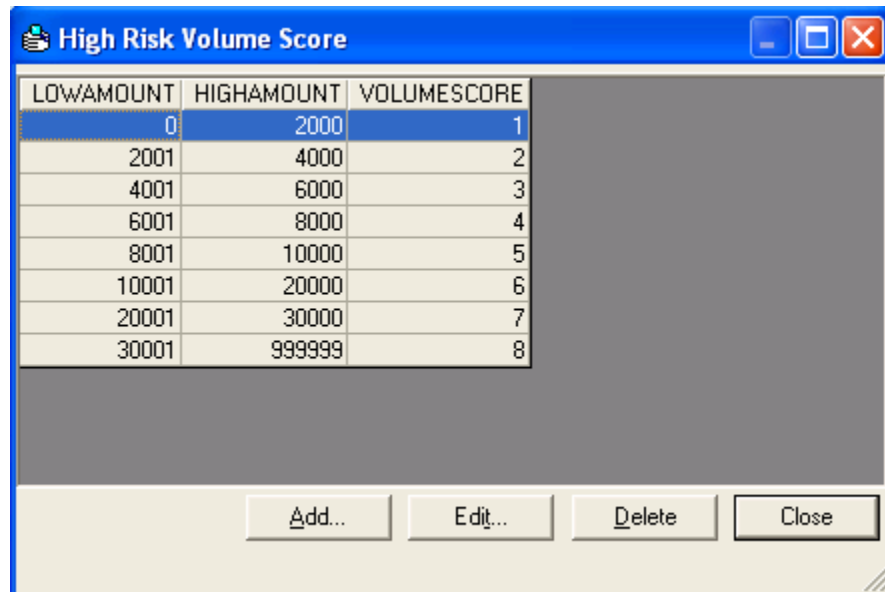


Figure 83 – High Risk Volume Score Dialog

### 9.49.1 Controls

This section describes the behavior of the controls on the High Risk Volume Score dialog.

#### 9.49.1.1 High Risk Volume Score Data Grid

The control allows the user to view all volume scores previously added. It is enabled when the dialog is active. It is listed in order of the Volume Score column. Double-clicking a row in the data grid invokes the Edit High Risk Volume Score dialog for the selected record. A single selection is allowed. The control is a read-only control.

The following columns are listed:

- Low Amount
- High Amount
- Volume Score

#### 9.49.1.2 Add Button

It is enabled when the dialog is active. The mnemonic for the button is "A".

#### 9.49.1.3 Edit Button

It is enabled when the dialog is active and a record is selected in the data grid. The mnemonic for the button is "E".



#### *9.49.1.4 Delete Button*

It is enabled when the dialog is active and a record is selected in the data grid. The mnemonic for the button is "D".

#### *9.49.1.5 Close Button*

The Close button is enabled when the dialog is active. Characteristics for the Close button are defined in the [Consistencies](#) chapter.

### **9.49.2 Processing**

This section describes the processes (navigation) that take place as a result of actions taken on the High Risk Volume Score dialog.

#### *9.49.2.1 Edits*

There are no editable controls on this dialog.

#### *9.49.2.2 Add Button*

Upon selection Add button, the system invokes the Add High Risk Volume Score dialog defined in this document.

#### *9.49.2.3 Edit Button*

Upon selection Edit button, the system invokes the Edit High Risk Volume Score dialog defined in this document for the selected record.

#### *9.49.2.4 Delete Button*

Upon selection Delete button, the system displays a confirmation message with the text, "Are you sure you want to delete the selected record?" "Yes" and "No" options are available. Upon selection of "Yes" the system deletes the selected record. Upon selection of "No", the system cancels the confirmation message and return to the High Risk Volume Score dialog.

#### *9.49.2.5 Close Button*

Upon selection of the Close button, the system dismisses the High Risk Volume Score dialog and return to the Reference Utility window.

## 9.50 Add/Edit High Risk Volume Score Dialog

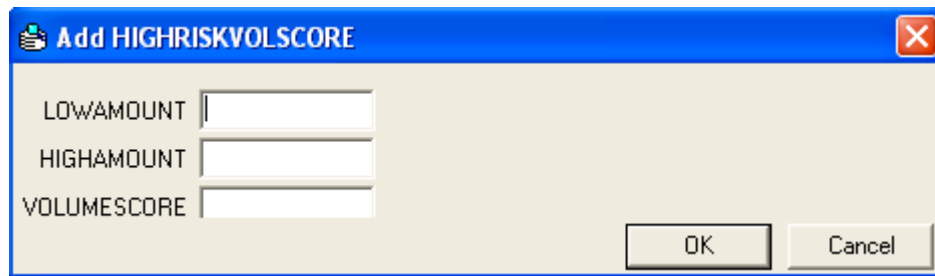
A screenshot of the 'Add HIGHRISKVOLSCORE' dialog box. The dialog has a blue title bar with a red close button. It contains three text input fields: 'LOWAMOUNT', 'HIGHAMOUNT', and 'VOLUMESCORE'. The 'LOWAMOUNT' field is currently active. At the bottom right, there are 'OK' and 'Cancel' buttons.

Figure 84 – Add High Risk Volume Score Dialog

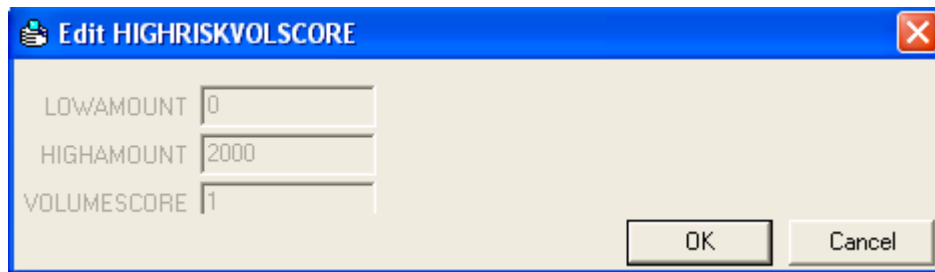
A screenshot of the 'Edit HIGHRISKVOLSCORE' dialog box. The dialog has a blue title bar with a red close button. It contains three text input fields: 'LOWAMOUNT' (containing '0'), 'HIGHAMOUNT' (containing '2000'), and 'VOLUMESCORE' (containing '1'). At the bottom right, there are 'OK' and 'Cancel' buttons.

Figure 85 – Edit High Risk Volume Score Dialog

### 9.50.1 Controls

This section describes the behavior of the controls on the Add/Edit High Risk Volume Score dialog.

#### 9.50.1.1 Low Amount Text Box

The Low Amount text box is enabled when the dialog is active in add mode. It is also active in edit mode unless the volume score is found in the HighRisk.VOLSCORE. When the Volume Score is used, the control is disabled. The text box accepts the entry of numeric characters. It allows a maximum length of five (5) character(s) for the value.

#### 9.50.1.2 High Amount Text Box

The High Amount text box is enabled when the dialog is active in add mode. It is also active in edit mode unless the volume score is found in the HighRisk.VOLSCORE. When the Volume Score is used, the control is disabled. The text box accepts the entry of numeric characters. It allows a maximum length of five (5) character(s) for the value.

#### 9.50.1.3 Volume Score Text Box

The Volume Score text box is enabled when the dialog is active in add mode. It is also active in edit mode unless the volume score is found in the HighRisk.VOLSCORE. When the Volume Score is used, the control is disabled. The text box accepts the entry of numeric characters. It allows a maximum length of five (5) character(s) for the value.

#### **9.50.1.4 OK Button**

The OK button is enabled when the Add/Edit High Risk Volume Score dialog is active. Characteristics for the OK button are defined in the [Consistencies](#) chapter.

#### **9.50.1.5 Cancel Button**

The Cancel button is enabled when the Add/Edit High Risk Volume Score dialog. Characteristics for the Cancel button are defined in the [Consistencies](#) chapter.

### **9.50.2 Processing**

This section describes the processes (navigation) that take place as a result of actions taken on the Add/Edit High Risk Volume Score dialog.

#### **9.50.2.1 Edit for Required Entry in Controls**

Upon selection of the OK button, the system checks that an entry is made in the following controls:

- Low Amount Text Box
- High Amount Text Box
- Volume Score

If an entry has not been made in a required control, the system invokes a standard error message with the text "An entry is required in the {control label}."

If the High Amount value is less than the Low Amount value, the system invokes a standard error message with the text "The High Amount must be greater than or equal to the Low Amount."

If a zero is entered in the Volume Score, the system invokes a standard error message with the text "The Volume Score must be greater than 0."

#### **9.50.2.2 Saving the Data**

Upon selection of the OK button and successful completion of the edits, the system saves the information to the database according to the data map, dismisses dialog and returns the user to the High Risk Volume Score dialog.

#### **9.50.2.3 Cancel Button**

Upon selection of the Cancel button, the system dismisses the dialog without saving any information and returns the user to the High Risk Volume Score dialog.

### **9.50.3 Data Map**

Control	Table	Column	Business Rule
---------	-------	--------	---------------

Control	Table	Column	Business Rule
Low Amount	HighRiskVolScore	LowAmount	
High Amount	HighRiskVolScore	HighAmount	
Description2	HighRiskVolScore	VolumeScore	



### 9.51 Breastfeeding Peer Counselor Referral Reasons

The Breastfeeding Peer Counselor Referral Reasons dialog allows the user to define breastfeeding peer counselor referral reasons. It is invoked when the user selects the Breastfeeding Peer Counselor Referral Reasons list item from the Reference Utility dialog.

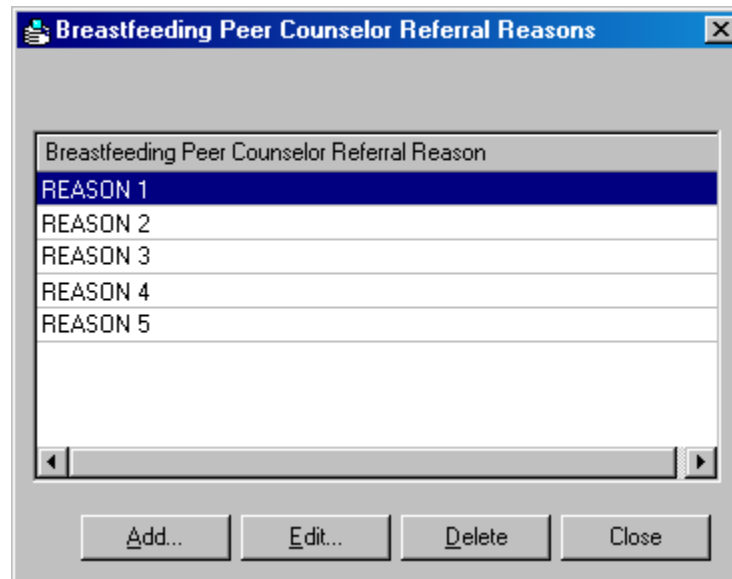


Figure 86 – Breastfeeding Peer Counselor Referral Reasons Dialog

#### 9.51.1 Controls

This section describes the behavior of the controls on the dialog.

##### 9.51.1.1 Breastfeeding Peer Counselor Referral Reason Data Grid

The control allows the user to view the existing breastfeeding peer counselor referral reasons. It includes the following columns:

- Breastfeeding Peer Counselor Referral Reason

An entry is added to the data grid for each existing breastfeeding peer counselor referral reason. The entries in the data grid are sorted in descending order according to the values of the Breastfeeding Peer Counselor Referral Reason column. The values on the data grid are read-only.

##### 9.51.1.2 Add Button

The control allows the user to add a breastfeeding peer counselor referral reason. It is enabled when the dialog is active. The mnemonic for the button is "A".

#### ***9.51.1.3 Edit Button***

The control allows the user to edit a breastfeeding peer counselor referral reason. It is enabled when an entry is selected on the Breastfeeding Peer Counselor Referral Reason data grid. The mnemonic for the button is "E".

#### ***9.51.1.4 Delete Button***

The control allows the user to delete a breastfeeding peer counselor referral reason. It is enabled when an entry is selected on the Breastfeeding Peer Counselor Referral Reason data grid. The mnemonic for the button is "D".

#### ***9.51.1.5 Close Button***

The Close button is enabled when the dialog is active. Characteristics for the Close button are defined in the [Consistencies](#) chapter.

### **9.51.2 Processing**

This section describes the processes (navigation) that take place as a result of actions taken on the dialog.

#### ***9.51.2.1 Edit for Required Entry in Controls***

There are no updateable controls on the dialog; therefore, there are no required controls.

#### ***9.51.2.2 Edit for Legitimate Values in Controls***

There are no updateable controls on the dialog; therefore, these edits are not applicable.

#### ***9.51.2.3 Perform Cross-Edits for Values in Controls***

There are no updateable controls on the dialog; therefore, these edits are not applicable.

#### ***9.51.2.4 Save Values***

There are no updateable controls on the dialog; therefore, no data is written to the database.

#### ***9.51.2.5 Add Breastfeeding Peer Counselor Referral Reason***

Upon selection of the Add button, the system invokes the Update Breastfeeding Peer Counselor Referral Reason dialog in Add mode.

#### ***9.51.2.6 Edit Breastfeeding Peer Counselor Referral Reason***

Upon selection of the Edit button, the system invokes the Update Breastfeeding Peer Counselor Referral Reason dialog in Edit mode.

#### ***9.51.2.7 Delete Breastfeeding Peer Counselor Referral Reason***

Upon selection of the Delete button, the system invokes a standard warning message with the text "Do you want to delete this breastfeeding peer counselor referral reason?" The options of Yes and No is available. If the user selects Yes, the system deletes the breastfeeding counselor referral reason from the database. The contents of the Breastfeeding Peer Counselor Referral Reason data grid are updated. If the user selects No, the system returns to the Breastfeeding Peer Counselor Referral Reasons dialog.





## 9.52 Update Breastfeeding Peer Counselor Referral Reason

The Update Breastfeeding Peer Counselor Referral Reason dialog accepts the reason for a breastfeeding peer counselor referral. It is invoked in response to the following user actions:

- Selection of the Add button on the Breastfeeding Peer Counselor Referral Reasons dialog
- Selection of the Edit button on the Breastfeeding Peer Counselor Referral Reasons dialog

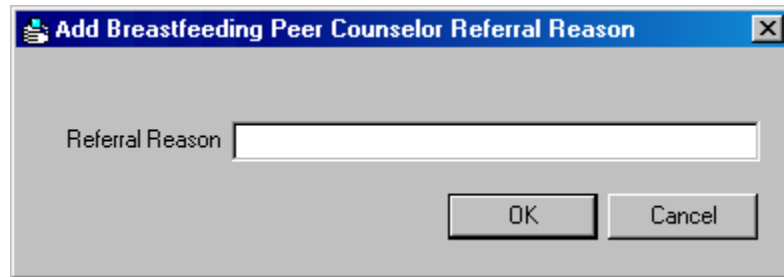


Figure 87 – Add Breastfeeding Peer Counselor Referral Reason Dialog

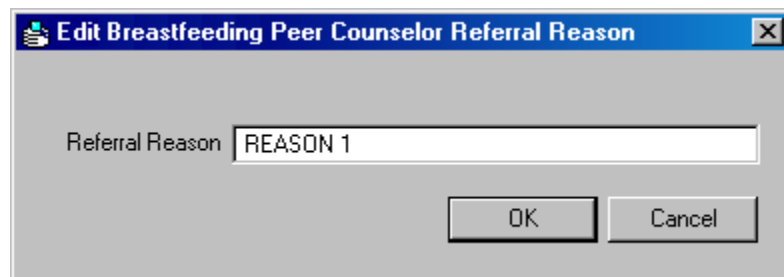


Figure 88 – Edit Breastfeeding Peer Counselor Referral Reason Dialog

### 9.52.1 Controls

This section describes the behavior of the controls on the dialog.

#### 9.52.1.1 Referral Reason Text Box

The control accepts the name of the breastfeeding peer counselor referral reason. It is enabled when the dialog is active. It allows a maximum length of thirty (30) character(s) for the value. If the dialog is in Add mode, the control is initially blank (cleared). If the dialog is in Edit mode, the control is initially populated with the value stored in the database.

#### 9.52.1.2 OK Button

The OK button is enabled when the dialog is active (See the Processing section below). Characteristics for the OK button are defined in the [Consistencies](#) chapter.

### ***9.52.1.3 Cancel Button***

The Cancel button is enabled when the dialog is active. Characteristics for the Cancel button are defined in the [Consistencies](#) chapter.

## **9.52.2 Processing**

This section describes the processes (navigation) that take place as a result of actions taken on the dialog.

### ***9.52.2.1 Edit for Required Entry in Controls***

Upon selection of the OK button, the system checks that an entry is made in the following control:

- Referral Reason text box

If an entry is not made in the above-listed control, the system invokes a standard error message with the text "An entry is required for the {control label}".

### ***9.52.2.2 Edit for Legitimate Values in Controls***

Upon successful completion of the required entry edits, the system checks that the values entered into the controls are considered legitimate as follows:

- If the dialog is in Add mode, the value of the Referral Reason text box must not equal the name of a breastfeeding peer counselor referral reason that already exists in the database.
- If the dialog is in Edit mode, the value of the Referral Reason text box must not be changed to equal the name of another breastfeeding peer counselor referral reason that already exists in the database.

### ***9.52.2.3 Perform Cross-Edits for Values Entered In Controls***

There is only one control on the dialog; therefore, these edits are not applicable.

### ***9.52.2.4 Save Values and Return***

Upon successful completion of the above-listed edits, the system saves the values on the dialog to the database and return to the Breastfeeding Peer Counselor Referral Reasons dialog. If the Update Breastfeeding Peer Counselor Referral Reason dialog is in Add mode, an entry is added to the Breastfeeding Peer Counselor Referral Reason data grid with the values on the dialog. If the Update Breastfeeding Peer Counselor Referral Reason dialog was in Edit mode, the selected entry is updated on the Breastfeeding Peer Counselor Referral Reason data grid with the values on the dialog.

### 9.53 Breastfeeding Peer Counselor Contact Types

The Breastfeeding Peer Counselor Contact Types dialog allows the user to define breastfeeding peer counselor contact types. It is invoked when the user selects the Breastfeeding Peer Counselor Contact Types list item from the Reference Utility dialog.

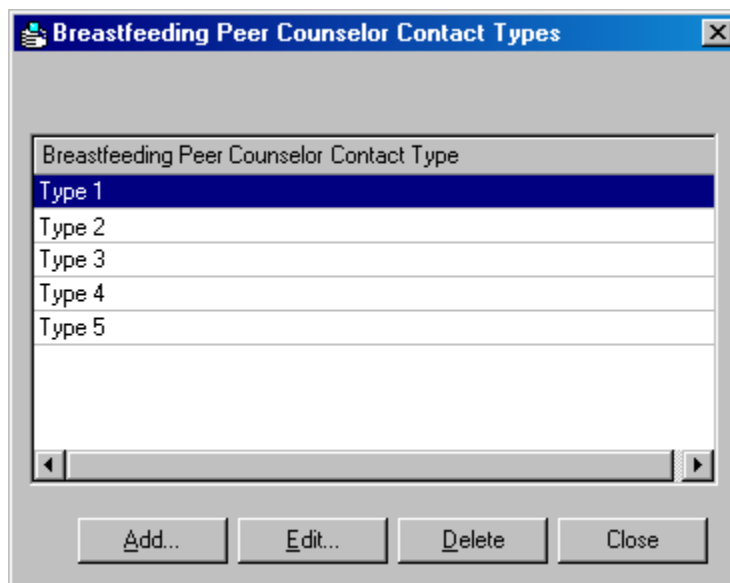


Figure 89 – Breastfeeding Peer Counselor Contact Types Dialog

#### 9.53.1 Controls

This section describes the behavior of the controls on the dialog.

##### 9.53.1.1 Breastfeeding Peer Counselor Contact Types Data Grid

The control allows the user to view the existing breastfeeding peer counselor contact types. It includes the following columns:

- Breastfeeding Peer Counselor Contact Type

An entry is added to the data grid for each existing breastfeeding peer counselor contact type. The entries in the data grid are sorted in descending order according to the values of the Breastfeeding Peer Counselor Contact Type column. The values on the data grid are read-only.

##### 9.53.1.2 Add Button

The control allows the user to add a breastfeeding peer counselor contact type. It is enabled when the dialog is active. The mnemonic for the button is "A".

#### ***9.53.1.3 Edit Button***

The control allows the user to edit a breastfeeding peer counselor contact type. It is enabled when an entry is selected on the Breastfeeding Peer Counselor Contact Types data grid. The mnemonic for the button is "E".

#### ***9.53.1.4 Delete Button***

The control allows the user to delete a breastfeeding peer counselor contact type. It is enabled when an entry is selected on the Breastfeeding Peer Counselor Contact Types data grid. The mnemonic for the button is "D".

#### ***9.53.1.5 Close Button***

The Close button is enabled when the dialog is active. Characteristics for the Close button are defined in the [Consistencies](#) chapter.

### **9.53.2 Processing**

This section describes the processes (navigation) that take place as a result of actions taken on the dialog.

#### ***9.53.2.1 Edit for Required Entry in Controls***

There are no updateable controls on the dialog; therefore, there are no required controls.

#### ***9.53.2.2 Edit for Legitimate Values in Controls***

There are no updateable controls on the dialog; therefore, these edits are not applicable.

#### ***9.53.2.3 Perform Cross-Edits for Values in Controls***

There are no updateable controls on the dialog; therefore, these edits are not applicable.

#### ***9.53.2.4 Save Values***

There are no updateable controls on the dialog; therefore, no data is written to the database.

#### ***9.53.2.5 Add Breastfeeding Peer Counselor Contact Type***

Upon selection of the Add button, the system invokes the Update Breastfeeding Peer Counselor Contact Type dialog in Add mode.

#### ***9.53.2.6 Edit Breastfeeding Peer Counselor Contact Type***

Upon selection of the Edit button, the system invokes the Update Breastfeeding Peer Counselor Contact Type dialog in Edit mode.

#### ***9.53.2.7 Delete Breastfeeding Peer Counselor Contact Type***

Upon selection of the Delete button, the system invokes a standard warning message with the text "Do you want to delete this breastfeeding peer counselor contact type?" The options of Yes and No is available. If the user selects Yes, the system deletes the breastfeeding counselor contact type from the database. The contents of the Breastfeeding Peer Counselor Contact Types data grid are updated. If the user selects No, the system returns to the Breastfeeding Peer Counselor Contact Types dialog.



### 9.54 Update Breastfeeding Peer Counselor Contact Type

The Update Breastfeeding Peer Counselor Contact Type dialog accepts the type for a breastfeeding peer counselor contact. It is invoked in response to the following user actions:

- Selection of the Add button on the Breastfeeding Peer Counselor Contact Types dialog
- Selection of the Edit button on the Breastfeeding Peer Counselor Contact Types dialog

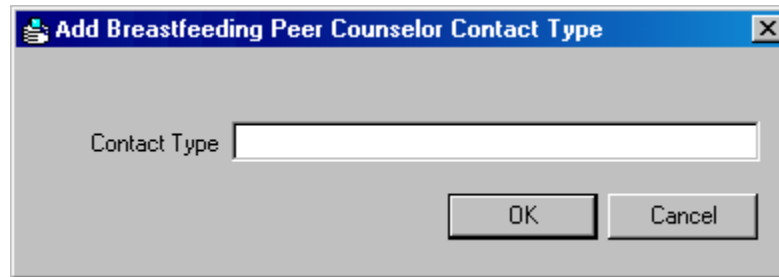


Figure 90 – Add Breastfeeding Peer Counselor Contact Type Dialog

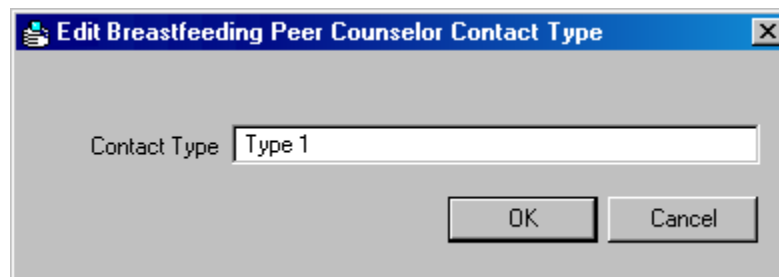


Figure 91 – Edit Breastfeeding Peer Counselor Contact Type Dialog

#### 9.54.1 Controls

This section describes the behavior of the controls on the dialog.

##### 9.54.1.1 Contact Type Text Box

The control accepts the name of the breastfeeding peer counselor contact type. It is enabled when the dialog is active. It allows a maximum length of thirty (30) character(s) for the value. If the dialog is in Add mode, the control is initially blank (cleared). If the dialog is in Edit mode, the control is initially populated with the value stored in the database.

##### 9.54.1.2 OK Button

The OK button is enabled when the dialog is active (See the Processing section below). Characteristics for the OK button are defined in the [Consistencies](#) chapter.



### *9.54.1.3 Cancel Button*

The Cancel button is enabled when the dialog is active. Characteristics for the Cancel button are defined in the [Consistencies](#) chapter.

## **9.54.2 Processing**

This section describes the processes (navigation) that take place as a result of actions taken on the dialog.

### *9.54.2.1 Edit for Required Entry in Controls*

Upon selection of the OK button, the system checks that an entry is made in the following control:

- Contact Type text box

If an entry is not made in the above-listed control, the system invokes a standard error message with the text "An entry is required for the {control label}".

### *9.54.2.2 Edit for Legitimate Values in Controls*

Upon successful completion of the required entry edits, the system checks that the values entered into the controls are considered legitimate as follows:

- If the dialog is in Add mode, the value of the Contact Type text box must not equal the name of a breastfeeding peer counselor contact type that already exists in the database.
- If the dialog is in Edit mode, the value of the Contact Type text box must not be changed to equal the name of another breastfeeding peer counselor contact type that already exists in the database.

### *9.54.2.3 Perform Cross-Edits for Values Entered In Controls*

There is only one control on the dialog; therefore, these edits are not applicable.

### *9.54.2.4 Save Values and Return*

Upon successful completion of the above-listed edits, the system saves the values on the dialog to the database and return to the Breastfeeding Peer Counselor Contact Types dialog. If the Update Breastfeeding Peer Counselor Contact Type dialog is in Add mode, an entry is added to the Breastfeeding Peer Counselor Contact Types data grid with the values on the dialog. If the Update Breastfeeding Peer Counselor Contact Type dialog was in Edit mode, the selected entry is updated on the Breastfeeding Peer Counselor Contact Types data grid with the values on the dialog.

## 9.55 Breastfeeding Peer Counselor Discussion Topics

The Breastfeeding Peer Counselor Discussion Topics dialog allows the user to define breastfeeding peer counselor discussion topics. It is invoked when the user selects the Breastfeeding Peer Counselor Discussion Topics list item from the Reference Utility dialog.

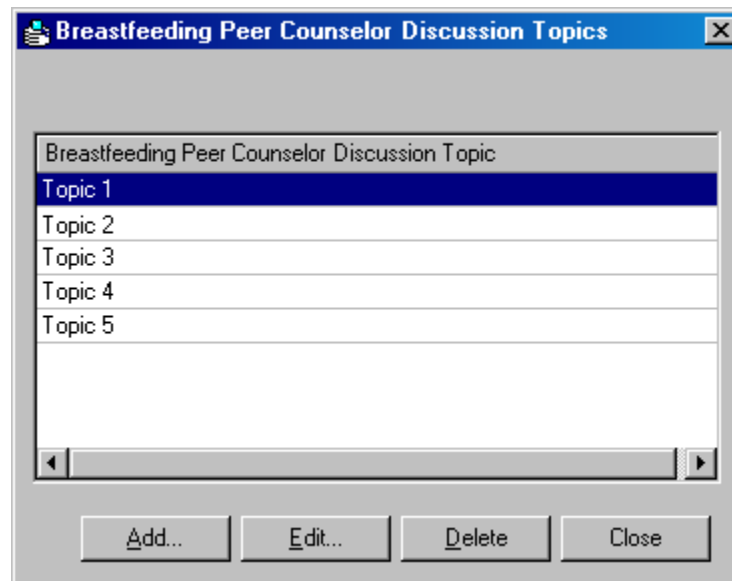


Figure 92 – Breastfeeding Peer Counselor Discussion Topics Dialog

### 9.55.1 Controls

This section describes the behavior of the controls on the dialog.

#### 9.55.1.1 Breastfeeding Peer Counselor Discussion Topics Data Grid

The control allows the user to view the existing breastfeeding peer counselor discussion topics. It includes the following columns:

- Breastfeeding Peer Counselor Discussion Topic

An entry is added to the data grid for each existing breastfeeding peer counselor discussion topic. The entries in the data grid are sorted in descending order according to the values of the Breastfeeding Peer Counselor Discussion Topic column. The values on the data grid are read-only.

#### 9.55.1.2 Add Button

The control allows the user to add a breastfeeding peer counselor discussion topic. It is enabled when the dialog is active. The mnemonic for the button is "A".

#### ***9.55.1.3 Edit Button***

The control allows the user to edit a breastfeeding peer counselor discussion topic. It is enabled when an entry is selected on the Breastfeeding Peer Counselor Discussion Topics data grid. The mnemonic for the button is "E".

#### ***9.55.1.4 Delete Button***

The control allows the user to delete a breastfeeding peer counselor discussion topic. It is enabled when an entry is selected on the Breastfeeding Peer Counselor Discussion Topics data grid. The mnemonic for the button is "D".

#### ***9.55.1.5 Close Button***

The Close button is enabled when the dialog is active. Characteristics for the Close button are defined in the [Consistencies](#) chapter.

### **9.55.2 Processing**

This section describes the processes (navigation) that take place as a result of actions taken on the dialog.

#### ***9.55.2.1 Edit for Required Entry in Controls***

There are no updateable controls on the dialog; therefore, there are no required controls.

#### ***9.55.2.2 Edit for Legitimate Values in Controls***

There are no updateable controls on the dialog; therefore, these edits are not applicable.

#### ***9.55.2.3 Perform Cross-Edits for Values in Controls***

There are no updateable controls on the dialog; therefore, these edits are not applicable.

#### ***9.55.2.4 Save Values***

There are no updateable controls on the dialog; therefore, no data is written to the database.

#### ***9.55.2.5 Add Breastfeeding Peer Counselor Discussion Topic***

Upon selection of the Add button, the system invokes the Update Breastfeeding Peer Counselor Discussion Topic dialog in Add mode.

#### ***9.55.2.6 Edit Breastfeeding Peer Counselor Discussion Topic***

Upon selection of the Edit button, the system invokes the Update Breastfeeding Peer Counselor Discussion Topic dialog in Edit mode.

#### ***9.55.2.7 Delete Breastfeeding Peer Counselor Discussion Topic***

Upon selection of the Delete button, the system invokes a standard warning message with the text "Do you want to delete this breastfeeding peer counselor discussion topic?" The options of Yes and No is available. If the user selects Yes, the system deletes the breastfeeding counselor discussion topic from the database. The contents of the Breastfeeding Peer Counselor Discussion Topics data grid are updated. If the user selects No, the system returns to the Breastfeeding Peer Counselor Discussion Topics dialog.



## 9.56 Update Breastfeeding Peer Counselor Discussion Topic

The Update Breastfeeding Peer Counselor Discussion Topic dialog accepts the discussion topic for a breastfeeding peer counselor contact. It is invoked in response to the following user actions:

- Selection of the Add button on the Breastfeeding Peer Counselor Discussion Topics dialog.
- Selection of the Edit button on the Breastfeeding Peer Counselor Discussion Topics dialog.

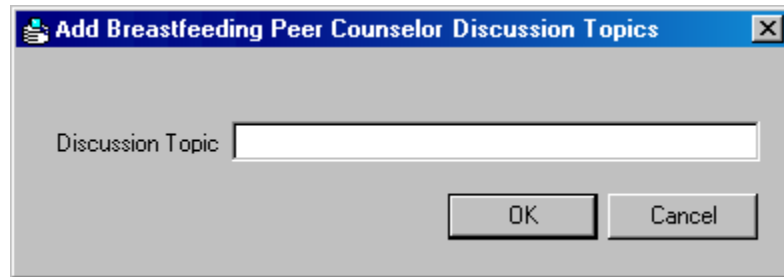


Figure 93 – Add Breastfeeding Peer Counselor Discussion Topic Dialog

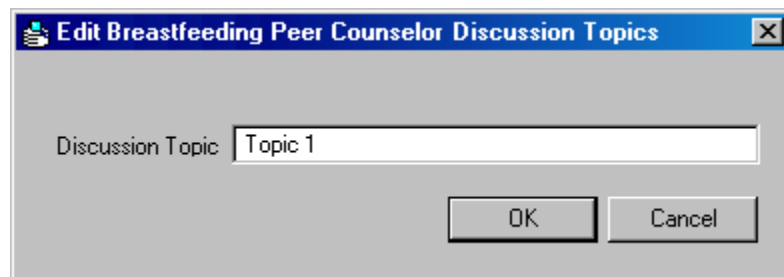


Figure 94 – Edit Breastfeeding Peer Counselor Discussion Topic Dialog

### 9.56.1 Controls

This section describes the behavior of the controls on the dialog.

#### 9.56.1.1 Discussion Topic Text Box

The control accepts the name of the breastfeeding peer counselor discussion topic. It is enabled when the dialog is active. It allows a maximum length of thirty (30) character(s) for the value. If the dialog is in Add mode, the control is initially blank (cleared). If the dialog is in Edit mode, the control is initially populated with the value stored in the database.

#### 9.56.1.2 OK Button

The OK button is enabled when the dialog is active (See the Processing section below). Characteristics for the OK button are defined in the [Consistencies](#) chapter.

### ***9.56.1.3 Cancel Button***

The Cancel button is enabled when the dialog is active. Characteristics for the Cancel button are defined in the [Consistencies](#) chapter.

## **9.56.2 Processing**

This section describes the processes (navigation) that take place as a result of actions taken on the dialog.

### ***9.56.2.1 Edit for Required Entry in Controls***

Upon selection of the OK button, the system checks that an entry is made in the following control:

- Discussion Topic text box

If an entry is not made in the above-listed control, the system invokes a standard error message with the text "An entry is required for the {control label}".

### ***9.56.2.2 Edit for Legitimate Values in Controls***

Upon successful completion of the required entry edits, the system checks that the values entered into the controls are considered legitimate as follows:

- If the dialog is in Add mode, the value of the Discussion Topic text box must not equal the name of a breastfeeding peer counselor discussion topic that already exists in the database.
- If the dialog is in Edit mode, the value of the Discussion Topic text box must not be changed to equal the name of another breastfeeding peer counselor discussion topic that already exists in the database.

### ***9.56.2.3 Perform Cross-Edits for Values Entered In Controls***

There is only one control on the dialog; therefore, these edits are not applicable.

### ***9.56.2.4 Save Values and Return***

Upon successful completion of the above-listed edits, the system saves the values on the dialog to the database and return to the Breastfeeding Peer Counselor Discussion Topics dialog. If the Update Breastfeeding Peer Counselor Discussion Topic dialog is in Add mode, an entry is added to the Breastfeeding Peer Counselor Discussion Topics data grid with the values on the dialog. If the Update Breastfeeding Peer Counselor Discussion Topic dialog was in Edit mode, the selected entry is updated on the Breastfeeding Peer Counselor Discussion Topics data grid with the values on the dialog.

## 9.57 Maintain State Agency High Risk Criteria

The Maintain State Agency High Risk Criteria dialog allows the user to maintain state agency high risk vendor criteria. It is invoked when the user selects the State Agency High Risk Criteria list item from the Reference Utility dialog.

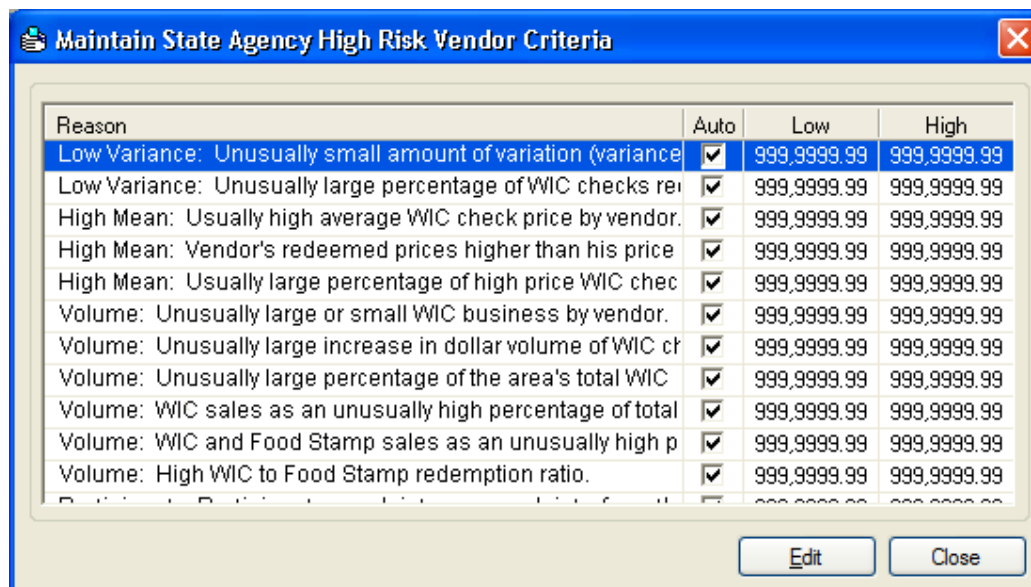


Figure 95 – Maintain State Agency High Risk Criteria Dialog

### 9.57.1 Controls

This section describes the behavior of the controls on the dialog.

#### 9.57.1.1 State Agency High Risk Criteria Data Grid

The control allows the user to view the existing state agency high risk criteria. It includes the following columns:

- Reason
- Auto
- Low
- High

The control is populated with the existing state agency high risk criteria. The values on the data grid are read-only.

#### 9.57.1.2 Edit Button

The control allows the user to edit a state agency high risk criterion. It is enabled when an entry is selected on the State Agency High Risk Criteria data grid. The mnemonic for the button is "E".



#### ***9.57.1.3 Close Button***

The Close button is enabled when the dialog is active. Characteristics for the Close button are defined in the [Consistencies](#) chapter.

### **9.57.2 Processing**

This section describes the processes (navigation) that take place as a result of actions taken on the dialog.

#### ***9.57.2.1 Edit State Agency High Risk Criteria***

Upon selection of the Edit button, the system invokes the Edit State Agency High Risk Vendor Criteria dialog.

## 9.58 Edit State Agency High Risk Vendor Criteria

The Edit State Agency High Risk Vendor Criteria dialog allows the user to edit existing state agency high risk vendor criteria. It is invoked in response to the selection of the Edit button on the Maintain State Agency High Risk Criteria dialog

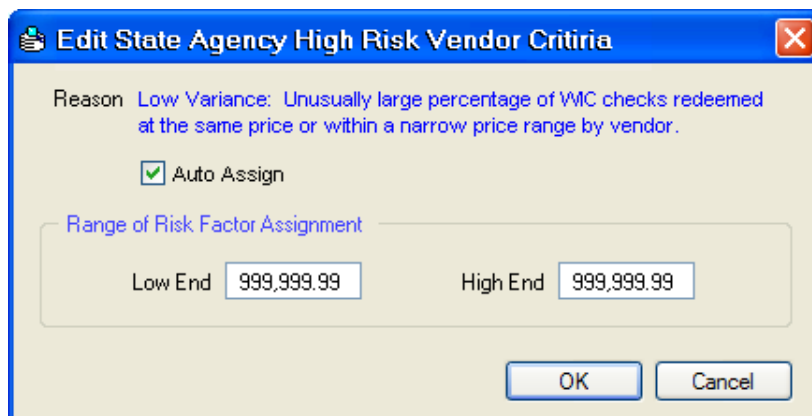


Figure 96 – Edit State Agency High Risk Vendor Criteria

### 9.58.1 Controls

This section describes the behavior of the controls on the dialog.

#### 9.58.1.1 Reason Text Label and Value

The text and value labels allow the user to view the reason for which the criterion is assigned. The value label displays the reason in the inverse color of the form.

#### 9.58.1.2 Auto Assign Check Box

The control allows the user to indicate whether the criterion should be automatically assigned by the system. It is enabled when the dialog is active.

#### 9.58.1.3 Range of Risk Factor Assignment Group Box

This group box allows the user to edit the range for which the criterion is assigned. It is enabled if the RANGE value of the criteria is TRUE. It contains the two following masked edit boxes:

##### 9.58.1.3.1 Low End Masked Edit Box

This masked edit box accepts the low end of the range for which the criterion is assigned. It is enabled if the Range of Risk Factor Assignment group box is enabled. It allows the entry of numeric characters. The mask for the box is "###,###.##".

#### 9.58.1.3.2 High End

This masked edit box accepts the high end of the range for which the criterion is assigned. It is enabled if the Range of Risk Factor Assignment group box is enabled. It allows the entry of numeric characters. The mask for the box is "####,###.##".

#### 9.58.1.4 OK Button

The OK button is enabled when the dialog is active (See the Processing section below). Characteristics for the OK button are defined in the [Consistencies](#) chapter.

#### 9.58.1.5 Cancel Button

The Cancel button is enabled when the dialog is active. Characteristics for the Cancel button are defined in the [Consistencies](#) chapter.

### 9.58.2 Processing

This section describes the processes (navigation) that take place as a result of actions taken on the dialog.

#### 9.58.2.1 Initializing the Interface

Upon initial presentation of the dialog:

- The Auto Assign check box is set to the value last selected for the criteria.
- If the RANGE value of the criteria is TRUE,
  - The Low End masked edit box is populated with the last value entered for the criteria.
  - The High End masked edit box is populated with the last value entered for the criteria.

#### 9.58.2.2 Edit for Required Entry in Controls

Upon selection of the OK button, the system checks that an entry is made in the following controls if the RANGE value of the criteria is TRUE:

- Low End
- High End

If an entry is not made in the above-listed controls, the system invokes a standard error message with the text "An entry is required for the {control label}".

#### 9.58.2.3 Edit for Legitimate Values in Controls

All values entered on the dialog are considered legitimate.

#### 9.58.2.4 Perform Cross-Edits for Values Entered In Controls

Upon successful completion of the above-listed edits, the system performs the following cross-edits:

- If the RANGE value of the criteria is TRUE,
  - The value of the Low End masked edit box must be less than the value of the High End masked edit box.

#### 9.58.2.5 Save Values and Return

Upon successful completion of the above-listed edits, the system saves the values on the dialog to the database and return to the Maintain State Agency High Risk Criteria dialog.

#### 9.58.3 Data Map

Control	Table	Column	Business Rule
Description	HighRiskVendorCriteria	Description	
Auto Assign	HighRiskVendorCriteria	AutoAssign	
Range	HighRiskVendorCriteria	Range	
Low End	HighRiskVendorCriteria	LowEnd	
High End	HighRiskVendorCriteria	HighEnd	



## 9.59 Violations

The Violations dialog allows the user to define and maintain violations. It is invoked when the user selects the Violations list item from the Reference Utility dialog.

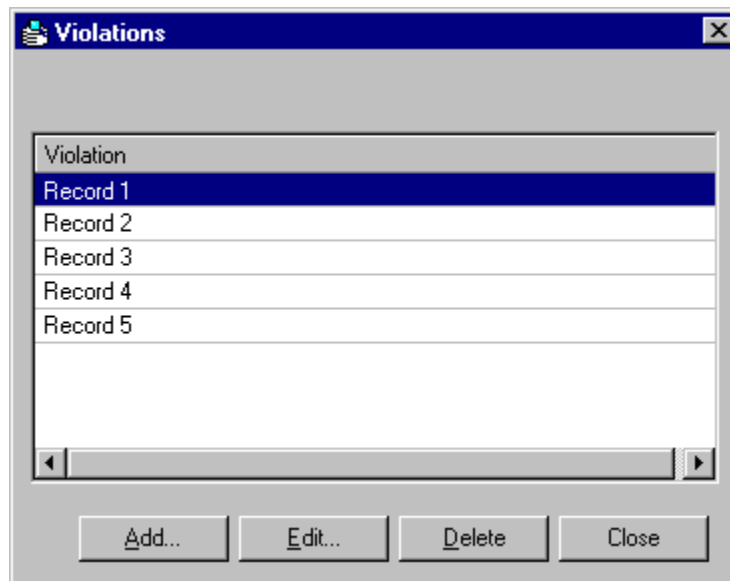


Figure 97 – Violations Dialog

### 9.59.1 Controls

This section describes the behavior of the controls on the dialog.

#### 9.59.1.1 Violations Data Grid

The control allows the user to view the existing violations. It includes the following columns:

- Violation

An entry is added to the data grid for each existing violation. The entries in the data grid are sorted in descending order according to the values of the Violation column. The values on the data grid are read-only.

#### 9.59.1.2 Add Button

The control allows the user to add a violation. It is enabled when the dialog is active. The mnemonic for the button is "A".

#### 9.59.1.3 Edit Button

The control allows the user to edit a violation. It is enabled when an entry is selected on the Violations data grid. The mnemonic for the button is "E".

#### *9.59.1.4 Delete Button*

The control allows the user to delete a violation. It is enabled when an entry is selected on the Violations data grid. The mnemonic for the button is "D".

#### *9.59.1.5 Close Button*

The Close button is enabled when the dialog is active. Characteristics for the Close button are defined in the [Consistencies](#) chapter.

### **9.59.2 Processing**

This section describes the processes (navigation) that take place as a result of actions taken on the dialog.

#### *9.59.2.1 Edit for Required Entry in Controls*

There are no updateable controls on the dialog; therefore, there are no required controls.

#### *9.59.2.2 Edit for Legitimate Values in Controls*

There are no updateable controls on the dialog; therefore, these edits are not applicable.

#### *9.59.2.3 Perform Cross-Edits for Values in Controls*

There are no updateable controls on the dialog; therefore, these edits are not applicable.

#### *9.59.2.4 Save Values*

There are no updateable controls on the dialog; therefore, no data is written to the database.

#### *9.59.2.5 Add Violation*

Upon selection of the Add button, the system invokes the Update Violation dialog in Add mode.

#### *9.59.2.6 Edit Violation*

Upon selection of the Edit button, the system invokes the Update Violation dialog in Edit mode.

#### *9.59.2.7 Delete Violation*

Upon selection of the Delete button, the system invokes a standard warning message with the text "Do you want to delete this violation?" Yes and No are the options available. If the user selects Yes, the system deletes the violation from the database and the contents of the Violations data grid are updated. If the user selects No, the system returns to the Violations dialog.

## 9.60 Update Violation

The Update Violation dialog allows the user to add or update violations. It is invoked in response to the following user actions:

- Selection of the Add button on the Violations dialog.
- Selection of the Edit button on the Violations dialog.

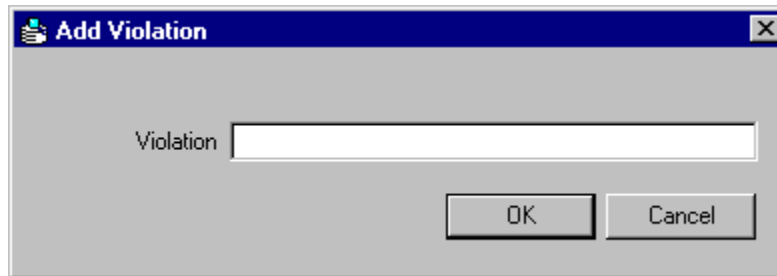


Figure 98 – Add Violation Dialog

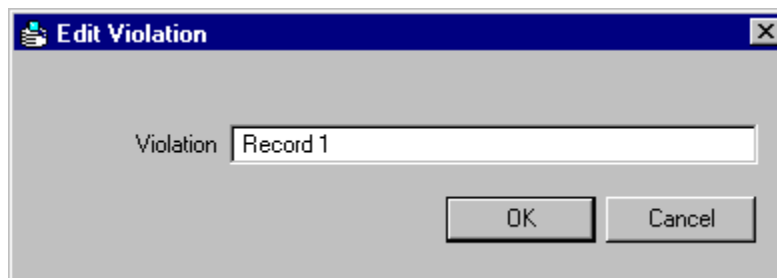


Figure 99 – Edit Violation Dialog

### 9.60.1 Controls

This section describes the behavior of the controls on the dialog.

#### 9.60.1.1 Violation Text Box

The control accepts the name of the violation. It is enabled when the dialog is active. It allows a maximum length of thirty (30) character(s) for the value. If the dialog is in Add mode, the control is initially blank (cleared). If the dialog is in Edit mode, the control is initially populated with the value stored in the database.

#### 9.60.1.2 OK Button

The OK button is enabled when the dialog is active (See the Processing section below). Characteristics for the OK button are defined in the [Consistencies](#) chapter.

#### 9.60.1.3 Cancel Button

The Cancel button is enabled when the dialog is active. Characteristics for the Cancel button are defined in the [Consistencies](#) chapter.



## 9.60.2 Processing

This section describes the processes (navigation) that take place as a result of actions taken on the dialog.

### 9.60.2.1 *Edit for Required Entry in Controls*

Upon selection of the OK button, the system checks that an entry is made in the following control:

- Violation text box

If an entry is not made in the above-listed control, the system invokes a standard error message with the text "An entry is required for the {control label}".

### 9.60.2.2 *Edit for Legitimate Values in Controls*

Upon successful completion of the required entry edits, the system checks that the values entered into the controls are considered legitimate as follows:

- If the dialog is in Add mode, the value of the Violation text box must not equal the name of a violation that already exists in the database.
- If the dialog is in Edit mode, the value of the Violation text box must not be changed to equal the name of another violation that already exists in the database.

### 9.60.2.3 *Perform Cross-Edits for Values Entered In Controls*

There is only one control on the dialog; therefore, these edits are not applicable.

### 9.60.2.4 *Save Values and Return*

Upon successful completion of the above-listed edits, the system saves the values on the dialog to the database and return to the Violations dialog. If the Update Violation dialog is in Add mode, an entry is added to the Violations data grid with the values on the dialog. If the Update Violation dialog was in Edit mode, the selected entry is updated on the Violations data grid with the values on the dialog.

## 9.61 Complaint Types

The Complaint Types dialog allows the user to define and maintain complaint types. It is invoked when the user selects the Complaint Types list item from the Reference Utility dialog.

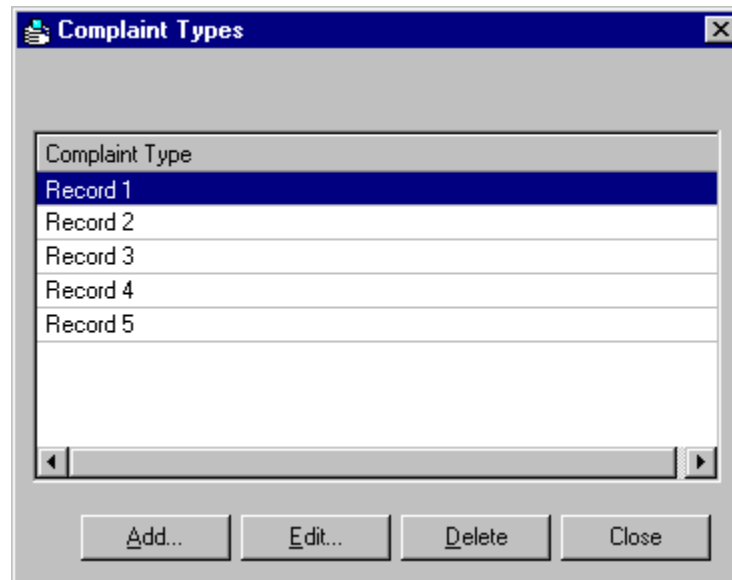


Figure 100 – Complaint Types Dialog

### 9.61.1 Controls

This section describes the behavior of the controls on the dialog.

#### 9.61.1.1 Complaint Types Data Grid

The control allows the user to view the existing complaint types. It includes the following columns:

- Complaint Type

An entry is added to the data grid for each existing complaint type. The entries in the data grid are sorted in descending order according to the values of the Complaint Type column. The values on the data grid are read-only.

#### 9.61.1.2 Add Button

The control allows the user to add a complaint type. It is enabled when the dialog is active. The mnemonic for the button is "A".

#### 9.61.1.3 Edit Button

The control allows the user to edit a complaint type. It is enabled when an entry is selected on the Complaint Types data grid. The mnemonic for the button is "E".

#### *9.61.1.4 Delete Button*

The control allows the user to delete a complaint type. It is enabled when an entry is selected on the Complaint Types data grid. The mnemonic for the button is "D".

#### *9.61.1.5 Close Button*

The Close button is enabled when the dialog is active. Characteristics for the Close button are defined in the [Consistencies](#) chapter.

### **9.61.2 Processing**

This section describes the processes (navigation) that take place as a result of actions taken on the dialog.

#### *9.61.2.1 Edit for Required Entry in Controls*

There are no updateable controls on the dialog; therefore, there are no required controls.

#### *9.61.2.2 Edit for Legitimate Values in Controls*

There are no updateable controls on the dialog; therefore, these edits are not applicable.

#### *9.61.2.3 Perform Cross-Edits for Values in Controls*

There are no updateable controls on the dialog; therefore, these edits are not applicable.

#### *9.61.2.4 Save Values*

There are no updateable controls on the dialog; therefore, no data is written to the database.

#### *9.61.2.5 Add Complaint Type*

Upon selection of the Add button, the system invokes the Update Complaint Type dialog in Add mode.

#### *9.61.2.6 Edit Complaint Type*

Upon selection of the Edit button, the system invokes the Update Complaint Type dialog in Edit mode.

#### *9.61.2.7 Delete Complaint Type*

Upon selection of the Delete button, the system invokes a standard warning message with the text "Do you want to delete this complaint type?" Yes and No are the options available. If the user selects Yes, the system deletes the complaint type from the database and the contents of the Complaint Types data grid are updated. If the user selects No, the system returns to the Complaint Types dialog.

## 9.62 Update Complaint Type

The Update Complaint Type dialog allows the user to add or update complaint types. It is invoked in response to the following user actions:

- Selection of the Add button on the Complaint Types dialog.
- Selection of the Edit button on the Complaint Types dialog.

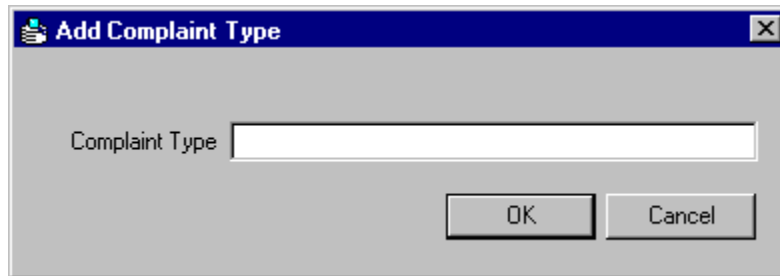


Figure 101 – Add Complaint Type Dialog

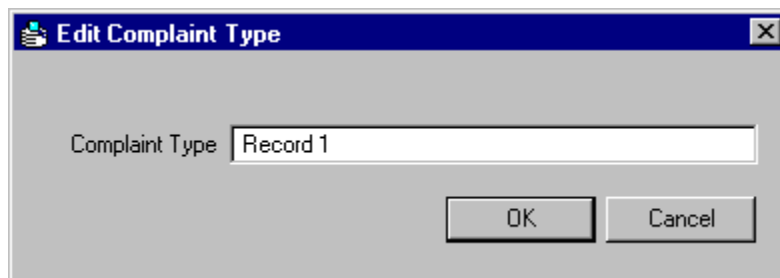


Figure 102 – Edit Complaint Type Dialog

### 9.62.1 Controls

This section describes the behavior of the controls on the dialog.

#### 9.62.1.1 Complaint Type Text Box

The control accepts the name of the complaint type. It is enabled when the dialog is active. It allows a maximum length of thirty (30) character(s) for the value. If the dialog is in Add mode, the control is initially blank (cleared). If the dialog is in Edit mode, the control is initially populated with the value stored in the database.

#### 9.62.1.2 OK Button

The OK button is enabled when the dialog is active (See the Processing section below). Characteristics for the OK button are defined in the [Consistencies](#) chapter.

#### 9.62.1.3 Cancel Button

The Cancel button is enabled when the dialog is active. Characteristics for the Cancel button are defined in the [Consistencies](#) chapter.

### 9.62.2 Processing

This section describes the processes (navigation) that take place as a result of actions taken on the dialog.

#### 9.62.2.1 *Edit for Required Entry in Controls*

Upon selection of the OK button, the system checks that an entry is made in the following control:

- Complaint Type text box

If an entry is not made in the above-listed control, the system invokes a standard error message with the text "An entry is required for the {control label}".

#### 9.62.2.2 *Edit for Legitimate Values in Controls*

Upon successful completion of the required entry edits, the system checks that the values entered into the controls are considered legitimate as follows:

- If the dialog is in Add mode, the value of the Complaint Type text box must not equal the name of a complaint type that already exists in the database.
- If the dialog is in Edit mode, the value of the Complaint Type text box must not be changed to equal the name of another complaint type that already exists in the database.

#### 9.62.2.3 *Perform Cross-Edits for Values Entered In Controls*

There is only one control on the dialog; therefore, these edits are not applicable.

#### 9.62.2.4 *Save Values and Return*

Upon successful completion of the above-listed edits, the system saves the values on the dialog to the database and return to the Complaint Types dialog. If the Update Complaint Type dialog is in Add mode, an entry is added to the Complaint Types data grid with the values on the dialog. If the Update Complaint Type dialog was in Edit mode, the selected entry is updated on the Complaint Types data grid with the values on the dialog.

### 9.63 Residency Proofs

The Residency Proofs dialog allows the user to define and maintain residency proofs. It is invoked when the user selects the Residency Proofs list item from the Reference Utility dialog.

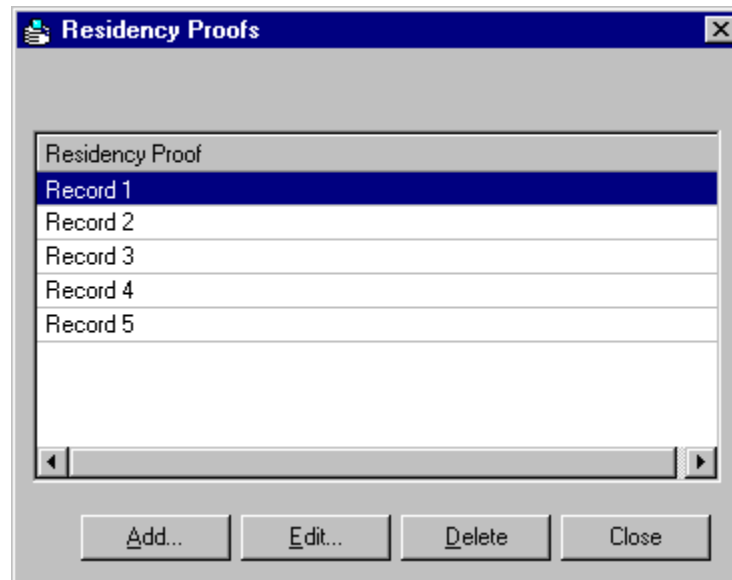


Figure 103 – Residency Proofs Dialog

#### 9.63.1 Controls

This section describes the behavior of the controls on the dialog.

##### 9.63.1.1 Residency Proofs Data Grid

The control allows the user to view the existing residency proofs. It includes the following columns:

- Residency Proof

An entry is added to the data grid for each existing residency proof. The entries in the data grid are sorted in descending order according to the values of the Residency Proof column. The values on the data grid are read-only.

##### 9.63.1.2 Add Button

The control allows the user to add a residency proof. It is enabled when the dialog is active. The mnemonic for the button is "A".

##### 9.63.1.3 Edit Button

The control allows the user to edit a residency proof. It is enabled when an entry is selected on the Residency Proofs data grid. The mnemonic for the button is "E".

#### *9.63.1.4 Delete Button*

The control allows the user to delete a residency proof. It is enabled when an entry is selected on the Residency Proofs data grid. The mnemonic for the button is "D".

#### *9.63.1.5 Close Button*

The Close button is enabled when the dialog is active. Characteristics for the Close button are defined in the [Consistencies](#) chapter.

### **9.63.2 Processing**

This section describes the processes (navigation) that take place as a result of actions taken on the dialog.

#### *9.63.2.1 Edit for Required Entry in Controls*

There are no updateable controls on the dialog; therefore, there are no required controls.

#### *9.63.2.2 Edit for Legitimate Values in Controls*

There are no updateable controls on the dialog; therefore, these edits are not applicable.

#### *9.63.2.3 Perform Cross-Edits for Values in Controls*

There are no updateable controls on the dialog; therefore, these edits are not applicable.

#### *9.63.2.4 Save Values*

There are no updateable controls on the dialog; therefore, no data is written to the database.

#### *9.63.2.5 Add Residency Proof*

Upon selection of the Add button, the system invokes the Update Residency Proof dialog in Add mode.

#### *9.63.2.6 Edit Residency Proof*

Upon selection of the Edit button, the system invokes the Update Residency Proof dialog in Edit mode.

#### *9.63.2.7 Delete Residency Proof*

Upon selection of the Delete button, the system invokes a standard warning message with the text "Do you want to delete this residency proof?" Yes and No are the options available. If the user selects Yes, the system deletes the residency proof from the database and the contents of the Residency Proofs data grid are updated. If the user selects No, the system returns to the Residency Proofs dialog.

## 9.64 Update Residency Proof

The Update Residency Proof dialog allows the user to add or update residency proofs. It is invoked in response to the following user actions:

- Selection of the Add button on the Residency Proofs dialog.
- Selection of the Edit button on the Residency Proofs dialog.

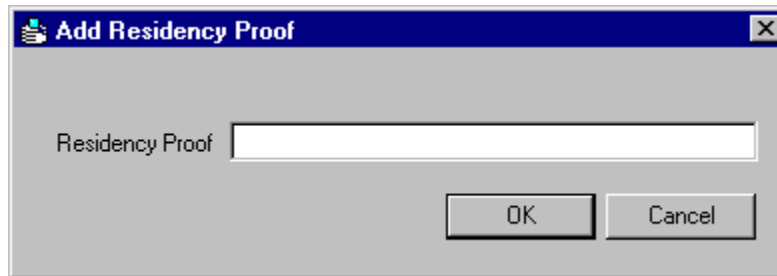


Figure 104 – Add Residency Proof Dialog

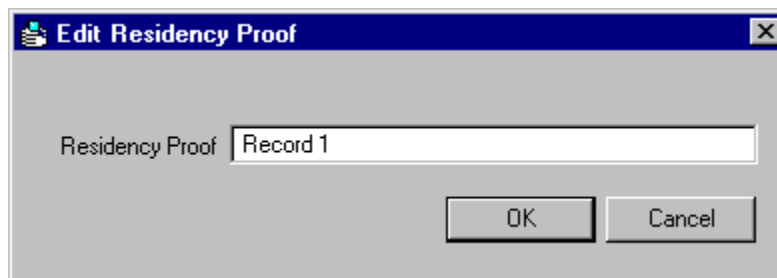


Figure 105 – Edit Residency Proof Dialog

### 9.64.1 Controls

This section describes the behavior of the controls on the dialog.

#### 9.64.1.1 Residency Proof Text Box

The control accepts the name of the residency proof. It is enabled when the dialog is active. It allows a maximum length of thirty (30) character(s) for the value. If the dialog is in Add mode, the control is initially blank (cleared). If the dialog is in Edit mode, the control is initially populated with the value stored in the database.

#### 9.64.1.2 OK Button

The OK button is enabled when the dialog is active (See the Processing section below). Characteristics for the OK button are defined in the [Consistencies](#) chapter.

#### 9.64.1.3 Cancel Button

The Cancel button is enabled when the dialog is active. Characteristics for the Cancel button are defined in the [Consistencies](#) chapter.



## 9.64.2 Processing

This section describes the processes (navigation) that take place as a result of actions taken on the dialog.

### 9.64.2.1 *Edit for Required Entry in Controls*

Upon selection of the OK button, the system checks that an entry is made in the following control:

- Residency Proof text box

If an entry is not made in the above-listed control, the system invokes a standard error message with the text "An entry is required for the {control label}".

### 9.64.2.2 *Edit for Legitimate Values in Controls*

Upon successful completion of the required entry edits, the system checks that the values entered into the controls are considered legitimate as follows:

- If the dialog is in Add mode, the value of the Residency Proof text box must not equal the name of a residency proof that already exists in the database.
- If the dialog is in Edit mode, the value of the Residency Proof text box must not be changed to equal the name of another residency proof that already exists in the database.

### 9.64.2.3 *Perform Cross-Edits for Values Entered In Controls*

There is only one control on the dialog; therefore, these edits are not applicable.

### 9.64.2.4 *Save Values and Return*

Upon successful completion of the above-listed edits, the system saves the values on the dialog to the database and return to the Residency Proofs dialog. If the Update Residency Proof dialog is in Add mode, an entry is added to the Residency Proofs data grid with the values on the dialog. If the Update Residency Proof dialog was in Edit mode, the selected entry is updated on the Residency Proofs data grid with the values on the dialog.

## 9.65 Education Methods

The Education Methods dialog allows the user to define and maintain education methods. It is invoked when the user selects the Education Methods list item from the Reference Utility dialog.

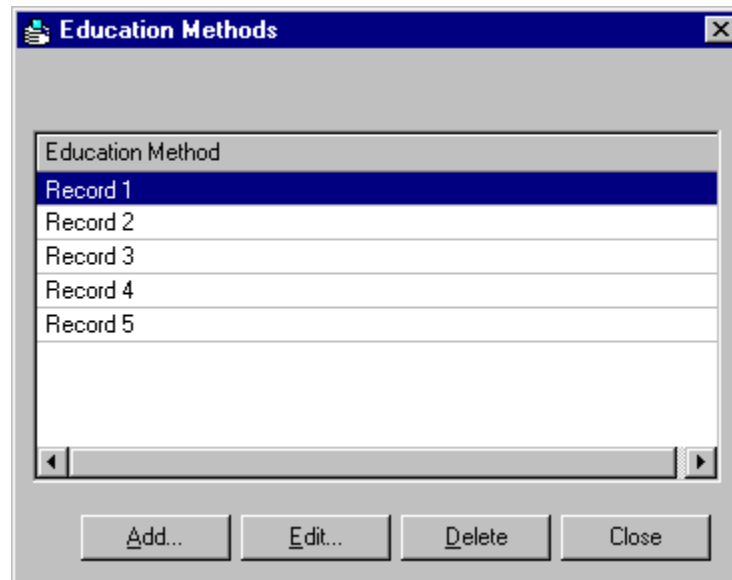


Figure 106 – Education Methods Dialog

### 9.65.1 Controls

This section describes the behavior of the controls on the dialog.

#### 9.65.1.1 Education Methods Data Grid

The control allows the user to view the existing education methods. It includes the following columns:

- Education Method

An entry is added to the data grid for each existing education method. The entries in the data grid are sorted in descending order according to the values of the Education Method column. The values on the data grid are read-only.

#### 9.65.1.2 Add Button

The control allows the user to add an education method. It is enabled when the dialog is active. The mnemonic for the button is "A".

#### 9.65.1.3 Edit Button

The control allows the user to edit an education method. It is enabled when an entry is selected on the Education Methods data grid. The mnemonic for the button is "E".

#### *9.65.1.4 Delete Button*

The control allows the user to delete an education method. It is enabled when an entry is selected on the Education Methods data grid. The mnemonic for the button is "D".

#### *9.65.1.5 Close Button*

The Close button is enabled when the dialog is active. Characteristics for the Close button are defined in the [Consistencies](#) chapter.

### **9.65.2 Processing**

This section describes the processes (navigation) that take place as a result of actions taken on the dialog.

#### *9.65.2.1 Edit for Required Entry in Controls*

There are no updateable controls on the dialog; therefore, there are no required controls.

#### *9.65.2.2 Edit for Legitimate Values in Controls*

There are no updateable controls on the dialog; therefore, these edits are not applicable.

#### *9.65.2.3 Perform Cross-Edits for Values in Controls*

There are no updateable controls on the dialog; therefore, these edits are not applicable.

#### *9.65.2.4 Save Values*

There are no updateable controls on the dialog; therefore, no data is written to the database.

#### *9.65.2.5 Add Education Method*

Upon selection of the Add button, the system invokes the Update Education Method dialog in Add mode.

#### *9.65.2.6 Edit Education Method*

Upon selection of the Edit button, the system invokes the Update Education Method dialog in Edit mode.

#### *9.65.2.7 Delete Education Method*

Upon selection of the Delete button, the system invokes a standard warning message with the text "Do you want to delete this education method?" Yes and No are the options available. If the user selects Yes, the system deletes the education method from the database and the contents of the Education Methods data grid are updated. If the user selects No, the system returns to the Education Methods dialog.

## 9.66 Update Education Method

The Update Education Method dialog allows the user to add or update education methods. It is invoked in response to the following user actions:

- Selection of the Add button on the Education Methods dialog.
- Selection of the Edit button on the Education Methods dialog.

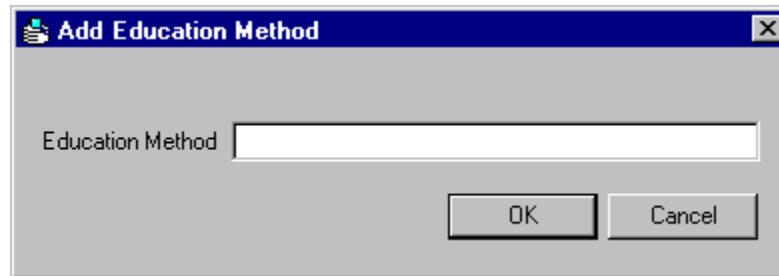


Figure 107 – Add Education Method Dialog

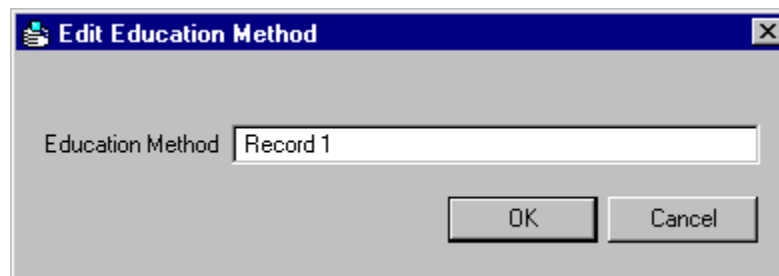


Figure 108 – Edit Education Method Dialog

### 9.66.1 Controls

This section describes the behavior of the controls on the dialog.

#### 9.66.1.1 Education Method Text Box

The control accepts the name of the education method. It is enabled when the dialog is active. It allows a maximum length of thirty (30) character(s) for the value. If the dialog is in Add mode, the control is initially blank (cleared). If the dialog is in Edit mode, the control is initially populated with the value stored in the database.

#### 9.66.1.2 OK Button

The OK button is enabled when the dialog is active (See the Processing section below). Characteristics for the OK button are defined in the [Consistencies](#) chapter.

#### 9.66.1.3 Cancel Button

The Cancel button is enabled when the dialog is active. Characteristics for the Cancel button are defined in the [Consistencies](#) chapter.

## 9.66.2 Processing

This section describes the processes (navigation) that take place as a result of actions taken on the dialog.

### 9.66.2.1 *Edit for Required Entry in Controls*

Upon selection of the OK button, the system checks that an entry is made in the following control:

- Education Method text box

If an entry is not made in the above-listed control, the system invokes a standard error message with the text "An entry is required for the {control label}".

### 9.66.2.2 *Edit for Legitimate Values in Controls*

Upon successful completion of the required entry edits, the system checks that the values entered into the controls are considered legitimate as follows:

- If the dialog is in Add mode, the value of the Education Method text box must not equal the name of an education method that already exists in the database.
- If the dialog is in Edit mode, the value of the Education Method text box must not be changed to equal the name of another education method that already exists in the database.

### 9.66.2.3 *Perform Cross-Edits for Values Entered In Controls*

There is only one control on the dialog; therefore, these edits are not applicable.

### 9.66.2.4 *Save Values and Return*

Upon successful completion of the above-listed edits, the system saves the values on the dialog to the database and return to the Education Methods dialog. If the Update Education Method dialog is in Add mode, an entry is added to the Education Methods data grid with the values on the dialog. If the Update Education Method dialog was in Edit mode, the selected entry is updated on the Education Methods data grid with the values on the dialog.

## 9.67 Education Types

The Education Types dialog allows the user to define and maintain education types. It is invoked when the user selects the Education Types list item from the Reference Utility dialog.

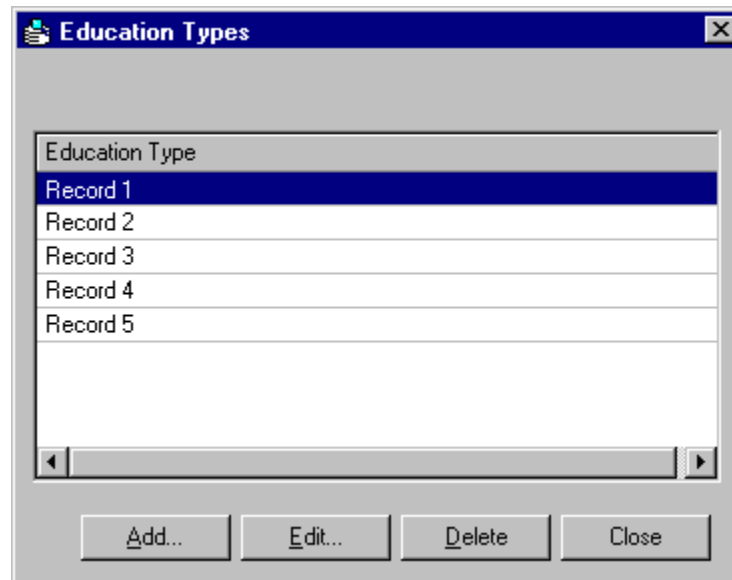


Figure 109 – Education Types Dialog

### 9.67.1 Controls

This section describes the behavior of the controls on the dialog.

#### 9.67.1.1 Education Types Data Grid

The control allows the user to view the existing education types. It includes the following columns:

- Education Type

An entry is added to the data grid for each existing education type. The entries in the data grid are sorted in descending order according to the values of the Education Type column. The values on the data grid are read-only.

#### 9.67.1.2 Add Button

The control allows the user to add an education type. It is enabled when the dialog is active. The mnemonic for the button is "A".

#### 9.67.1.3 Edit Button

The control allows the user to edit an education type. It is enabled when an entry is selected on the Education Types data grid. The mnemonic for the button is "E".

#### *9.67.1.4 Delete Button*

The control allows the user to delete an education type. It is enabled when an entry is selected on the Education Types data grid. The mnemonic for the button is "D".

#### *9.67.1.5 Close Button*

The Close button is enabled when the dialog is active. Characteristics for the Close button are defined in the [Consistencies](#) chapter.

### **9.67.2 Processing**

This section describes the processes (navigation) that take place as a result of actions taken on the dialog.

#### *9.67.2.1 Edit for Required Entry in Controls*

There are no updateable controls on the dialog; therefore, there are no required controls.

#### *9.67.2.2 Edit for Legitimate Values in Controls*

There are no updateable controls on the dialog; therefore, these edits are not applicable.

#### *9.67.2.3 Perform Cross-Edits for Values in Controls*

There are no updateable controls on the dialog; therefore, these edits are not applicable.

#### *9.67.2.4 Save Values*

There are no updateable controls on the dialog; therefore, no data is written to the database.

#### *9.67.2.5 Add Education Type*

Upon selection of the Add button, the system invokes the Update Education Type dialog in Add mode.

#### *9.67.2.6 Edit Education Type*

Upon selection of the Edit button, the system invokes the Update Education Type dialog in Edit mode.

#### *9.67.2.7 Delete Education Type*

Upon selection of the Delete button, the system invokes a standard warning message with the text "Do you want to delete this education type?" Yes and No are the options available. If the user selects Yes, the system deletes the education type from the database and the contents of the Education Types data grid are updated. If the user selects No, the system returns to the Education Types dialog.

## 9.68 Update Education Type

The Update Education Type dialog allows the user to add or update education types. It is invoked in response to the following user actions:

- Selection of the Add button on the Education Types dialog.
- Selection of the Edit button on the Education Types dialog.

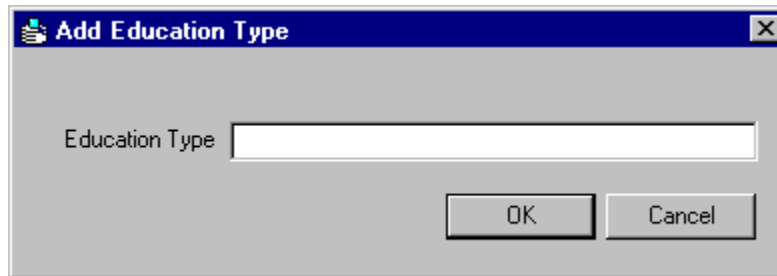


Figure 110 – Add Education Type Dialog

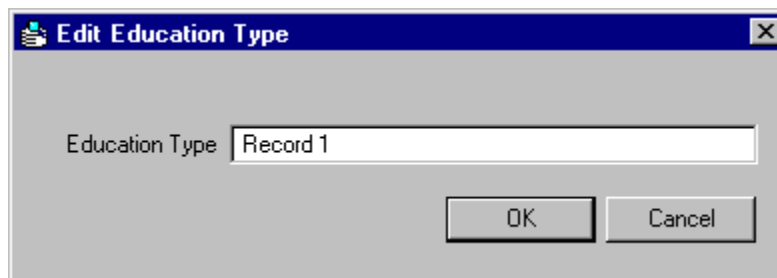


Figure 111 – Edit Education Type Dialog

### 9.68.1 Controls

This section describes the behavior of the controls on the dialog.

#### 9.68.1.1 Education Type Text Box

The control accepts the name of the education type. It is enabled when the dialog is active. It allows a maximum length of thirty (30) character(s) for the value. If the dialog is in Add mode, the control is initially blank (cleared). If the dialog is in Edit mode, the control is initially populated with the value stored in the database.

#### 9.68.1.2 OK Button

The OK button is enabled when the dialog is active (See the Processing section below). Characteristics for the OK button are defined in the [Consistencies](#) chapter.

#### 9.68.1.3 Cancel Button

The Cancel button is enabled when the dialog is active. Characteristics for the Cancel button are defined in the [Consistencies](#) chapter.



## 9.68.2 Processing

This section describes the processes (navigation) that take place as a result of actions taken on the dialog.

### 9.68.2.1 *Edit for Required Entry in Controls*

Upon selection of the OK button, the system checks that an entry is made in the following control:

- Education Type text box

If an entry is not made in the above-listed control, the system invokes a standard error message with the text "An entry is required for the {control label}".

### 9.68.2.2 *Edit for Legitimate Values in Controls*

Upon successful completion of the required entry edits, the system checks that the values entered into the controls are considered legitimate as follows:

- If the dialog is in Add mode, the value of the Education Type text box must not equal the name of an education type that already exists in the database.
- If the dialog is in Edit mode, the value of the Education Type text box must not be changed to equal the name of another education type that already exists in the database.

### 9.68.2.3 *Perform Cross-Edits for Values Entered In Controls*

There is only one control on the dialog; therefore, these edits are not applicable.

### 9.68.2.4 *Save Values and Return*

Upon successful completion of the above-listed edits, the system saves the values on the dialog to the database and return to the Education Types dialog. If the Update Education Type dialog is in Add mode, an entry is added to the Education Types data grid with the values on the dialog. If the Update Education Type dialog was in Edit mode, the selected entry is updated on the Education Types data grid with the values on the dialog.

## 9.69 Individual Contact Types

The Individual Contact Types dialog allows the user to define and maintain individual contact types. It is invoked when the user selects the Individual Contact Types list item from the Reference Utility dialog.

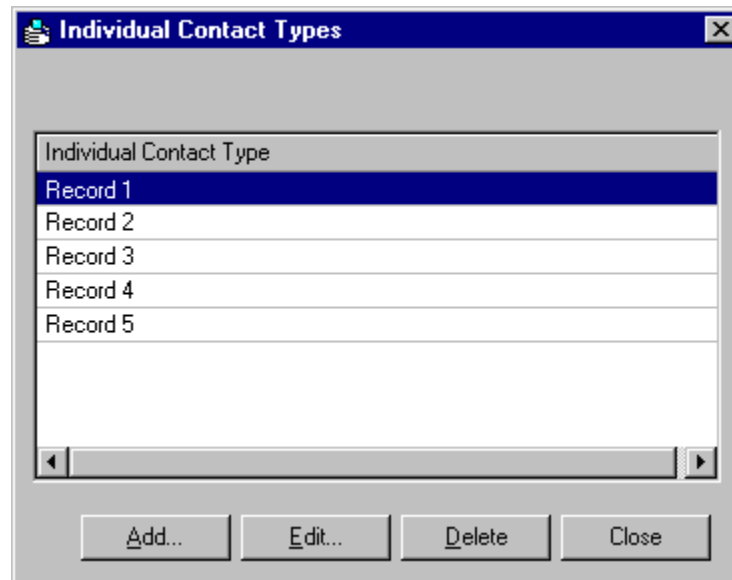


Figure 112 – Individual Contact Types Dialog

### 9.69.1 Controls

This section describes the behavior of the controls on the dialog.

#### 9.69.1.1 Individual Contact Types Data Grid

The control allows the user to view the existing individual contact types. It includes the following columns:

- Individual Contact Type

An entry is added to the data grid for each existing individual contact type. The entries in the data grid are sorted in descending order according to the values of the Individual Contact Type column. The values on the data grid are read-only.

#### 9.69.1.2 Add Button

The control allows the user to add an individual contact type. It is enabled when the dialog is active. The mnemonic for the button is "A".

#### 9.69.1.3 Edit Button

The control allows the user to edit an individual contact type. It is enabled when an entry is selected on the Individual Contact Types data grid. The mnemonic for the button is "E".

#### *9.69.1.4 Delete Button*

The control allows the user to delete an individual contact type. It is enabled when an entry is selected on the Individual Contact Types data grid. The mnemonic for the button is "D".

#### *9.69.1.5 Close Button*

The Close button is enabled when the dialog is active. Characteristics for the Close button are defined in the [Consistencies](#) chapter.

### **9.69.2 Processing**

This section describes the processes (navigation) that take place as a result of actions taken on the dialog.

#### *9.69.2.1 Edit for Required Entry in Controls*

There are no updateable controls on the dialog; therefore, there are no required controls.

#### *9.69.2.2 Edit for Legitimate Values in Controls*

There are no updateable controls on the dialog; therefore, these edits are not applicable.

#### *9.69.2.3 Perform Cross-Edits for Values in Controls*

There are no updateable controls on the dialog; therefore, these edits are not applicable.

#### *9.69.2.4 Save Values*

There are no updateable controls on the dialog; therefore, no data is written to the database.

#### *9.69.2.5 Add Individual Contact Type*

Upon selection of the Add button, the system invokes the Update Individual Contact Type dialog in Add mode.

#### *9.69.2.6 Edit Individual Contact Type*

Upon selection of the Edit button, the system invokes the Update Individual Contact Type dialog in Edit mode.

#### ***9.69.2.7 Delete Individual Contact Type***

Upon selection of the Delete button, the system invokes a standard warning message with the text "Do you want to delete this individual contact type?" Yes and No are the options available. If the user selects Yes, the system deletes the individual contact type from the database and the contents of the Individual Contact Types data grid are updated. If the user selects No, the system returns to the Individual Contact Types dialog.

## 9.70 Update Individual Contact Type

The Update Individual Contact Type dialog allows the user to add or update individual contact types. It is invoked in response to the following user actions:

- Selection of the Add button on the Individual Contact Types dialog.
- Selection of the Edit button on the Individual Contact Types dialog.

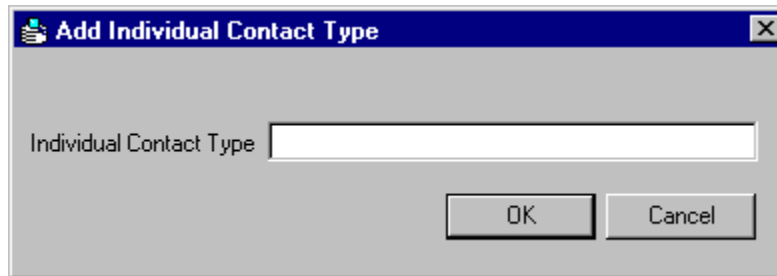


Figure 113 – Add Individual Contact Type Dialog

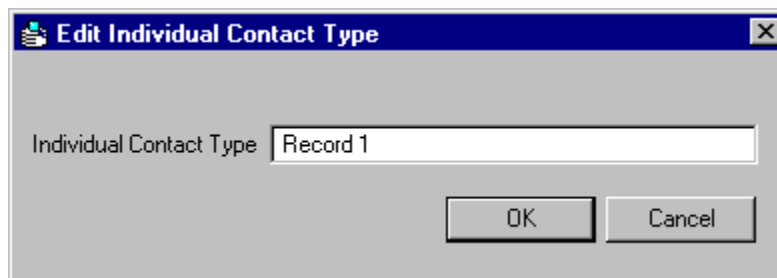


Figure 114 – Edit Individual Contact Type Dialog

### 9.70.1 Controls

This section describes the behavior of the controls on the dialog.

#### 9.70.1.1 Individual Contact Type Text Box

The control accepts the name of the individual contact type. It is enabled when the dialog is active. It allows a maximum length of thirty (30) character(s) for the value. If the dialog is in Add mode, the control is initially blank (cleared). If the dialog is in Edit mode, the control is initially populated with the value stored in the database.

#### 9.70.1.2 OK Button

The OK button is enabled when the dialog is active (See the Processing section below). Characteristics for the OK button are defined in the [Consistencies](#) chapter.

#### 9.70.1.3 Cancel Button

The Cancel button is enabled when the dialog is active. Characteristics for the Cancel button are defined in the [Consistencies](#) chapter.

## 9.70.2 Processing

This section describes the processes (navigation) that take place as a result of actions taken on the dialog.

### 9.70.2.1 *Edit for Required Entry in Controls*

Upon selection of the OK button, the system checks that an entry is made in the following control:

- Individual Contact Type text box

If an entry is not made in the above-listed control, the system invokes a standard error message with the text "An entry is required for the {control label}".

### 9.70.2.2 *Edit for Legitimate Values in Controls*

Upon successful completion of the required entry edits, the system checks that the values entered into the controls are considered legitimate as follows:

- If the dialog is in Add mode, the value of the Individual Contact Type text box must not equal the name of an individual contact type that already exists in the database.
- If the dialog is in Edit mode, the value of the Individual Contact Type text box must not be changed to equal the name of another individual contact type that already exists in the database.

### 9.70.2.3 *Perform Cross-Edits for Values Entered In Controls*

There is only one control on the dialog; therefore, these edits are not applicable.

### 9.70.2.4 *Save Values and Return*

Upon successful completion of the above-listed edits, the system saves the values on the dialog to the database and return to the Individual Contact Types dialog. If the Update Individual Contact Type dialog is in Add mode, an entry is added to the Individual Contact Types data grid with the values on the dialog. If the Update Individual Contact Type dialog was in Edit mode, the selected entry is updated on the Individual Contact Types data grid with the values on the dialog.

## 9.71 Breastfeeding Peer Counselor Contact Discussion Topics

The Breastfeeding Peer Counselor Contact Discussion Topics dialog allows the user to define and maintain breastfeeding peer counselor contact discussion topics. It is invoked when the user selects the Breastfeeding Peer Counselor Contact Discussion Topics list item from the Reference Utility dialog.

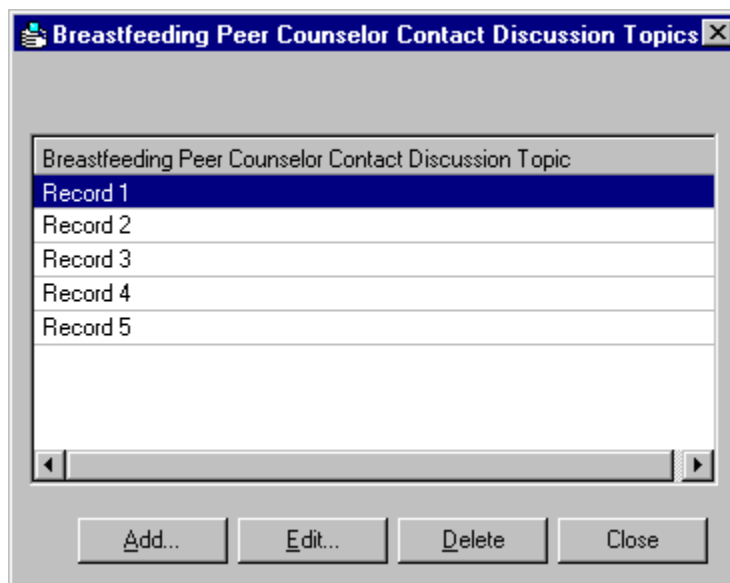


Figure 115 – Breastfeeding Peer Counselor Contact Discussion Topics Dialog

### 9.71.1 Controls

This section describes the behavior of the controls on the dialog.

#### 9.71.1.1 Breastfeeding Peer Counselor Contact Discussion Topics Data Grid

The control allows the user to view the existing breastfeeding peer counselor contact discussion topics. It includes the following columns:

- Breastfeeding Peer Counselor Contact Discussion Topic

An entry is added to the data grid for each existing breastfeeding peer counselor contact discussion topic. The entries in the data grid are sorted in descending order according to the values of the Breastfeeding Peer Counselor Contact Discussion Topic column. The values on the data grid are read-only.

#### 9.71.1.2 Add Button

The control allows the user to add a breastfeeding peer counselor contact discussion topic. It is enabled when the dialog is active. The mnemonic for the button is "A".

#### ***9.71.1.3 Edit Button***

The control allows the user to edit a breastfeeding peer counselor contact discussion topic. It is enabled when an entry is selected on the Breastfeeding Peer Counselor Contact Discussion Topics data grid. The mnemonic for the button is "E".

#### ***9.71.1.4 Delete Button***

The control allows the user to delete a breastfeeding peer counselor contact discussion topic. It is enabled when an entry is selected on the Breastfeeding Peer Counselor Contact Discussion Topics data grid. The mnemonic for the button is "D".

#### ***9.71.1.5 Close Button***

The Close button is enabled when the dialog is active. Characteristics for the Close button are defined in the [Consistencies](#) chapter.

### **9.71.2 Processing**

This section describes the processes (navigation) that take place as a result of actions taken on the dialog.

#### ***9.71.2.1 Edit for Required Entry in Controls***

There are no updateable controls on the dialog; therefore, there are no required controls.

#### ***9.71.2.2 Edit for Legitimate Values in Controls***

There are no updateable controls on the dialog; therefore, these edits are not applicable.

#### ***9.71.2.3 Perform Cross-Edits for Values in Controls***

There are no updateable controls on the dialog; therefore, these edits are not applicable.

#### ***9.71.2.4 Save Values***

There are no updateable controls on the dialog; therefore, no data is written to the database.

#### ***9.71.2.5 Add Breastfeeding Peer Counselor Contact Discussion Topic***

Upon selection of the Add button, the system invokes the Update Breastfeeding Peer Counselor Contact Discussion Topic dialog in Add mode.



#### ***9.71.2.6 Edit Breastfeeding Peer Counselor Contact Discussion Topic***

Upon selection of the Edit button, the system invokes the Update Breastfeeding Peer Counselor Contact Discussion Topic dialog in Edit mode.

#### ***9.71.2.7 Delete Breastfeeding Peer Counselor Contact Discussion Topic***

Upon selection of the Delete button, the system invokes a standard warning message with the text "Do you want to delete this breastfeeding peer counselor contact discussion topic?" Yes and No are the options available. If the user selects Yes, the system deletes the breastfeeding peer counselor contact discussion topic from the database and the contents of the Breastfeeding Peer Counselor Contact Discussion Topics data grid are updated. If the user selects No, the system returns to the Breastfeeding Peer Counselor Contact Discussion Topics dialog.



## 9.72 Update Breastfeeding Peer Counselor Contact Discussion Topic

The Update Breastfeeding Peer Counselor Contact Discussion Topic dialog allows the user to add or update breastfeeding peer counselor contact discussion topics. It is invoked in response to the following user actions:

- Selection of the Add button on the Breastfeeding Peer Counselor Contact Discussion Topics dialog.
- Selection of the Edit button on the Breastfeeding Peer Counselor Contact Discussion Topics dialog.

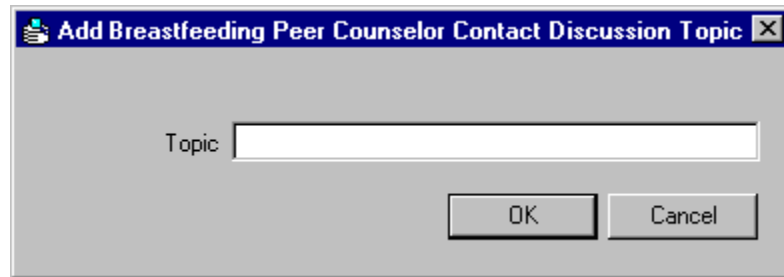


Figure 116 – Add Breastfeeding Peer Counselor Contact Discussion Topic Dialog

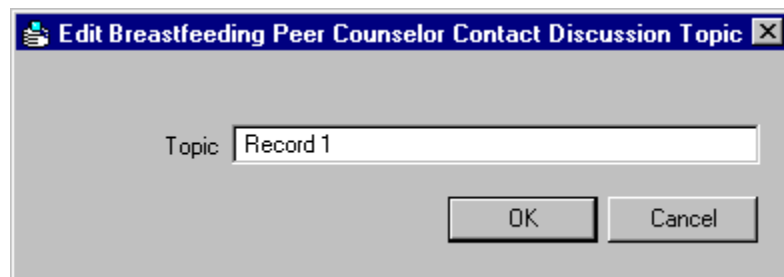


Figure 117 – Edit Breastfeeding Peer Counselor Contact Discussion Topic Dialog

### 9.72.1 Controls

This section describes the behavior of the controls on the dialog.

#### 9.72.1.1 Topic Text Box

The control accepts the name of the breastfeeding peer counselor contact discussion topic. It is enabled when the dialog is active. It allows a maximum length of thirty (30) character(s) for the value. If the dialog is in Add mode, the control is initially blank (cleared). If the dialog is in Edit mode, the control is initially populated with the value stored in the database.

#### 9.72.1.2 OK Button

The OK button is enabled when the dialog is active (See the Processing section below). Characteristics for the OK button are defined in the [Consistencies](#) chapter.

### ***9.72.1.3 Cancel Button***

The Cancel button is enabled when the dialog is active. Characteristics for the Cancel button are defined in the [Consistencies](#) chapter.

## **9.72.2 Processing**

This section describes the processes (navigation) that take place as a result of actions taken on the dialog.

### ***9.72.2.1 Edit for Required Entry in Controls***

Upon selection of the OK button, the system checks that an entry is made in the following control:

- Topic text box

If an entry is not made in the above-listed control, the system invokes a standard error message with the text "An entry is required for the {control label}".

### ***9.72.2.2 Edit for Legitimate Values in Controls***

Upon successful completion of the required entry edits, the system checks that the values entered into the controls are considered legitimate as follows:

- If the dialog is in Add mode, the value of the Topic text box must not equal the name of a breastfeeding peer counselor contact discussion topic that already exists in the database.
- If the dialog is in Edit mode, the value of the Topic text box must not be changed to equal the name of another breastfeeding peer counselor contact discussion topic that already exists in the database.

### ***9.72.2.3 Perform Cross-Edits for Values Entered In Controls***

There is only one control on the dialog; therefore, these edits are not applicable.

### ***9.72.2.4 Save Values and Return***

Upon successful completion of the above-listed edits, the system saves the values on the dialog to the database and return to the Breastfeeding Peer Counselor Contact Discussion Topics dialog. If the Update Breastfeeding Peer Counselor Contact Discussion Topic dialog is in Add mode, an entry is added to the Breastfeeding Peer Counselor Contact Discussion Topics data grid with the values on the dialog. If the Update Breastfeeding Peer Counselor Contact Discussion Topic dialog was in Edit mode, the selected entry is updated on the Breastfeeding Peer Counselor Contact Discussion Topics data grid with the values on the dialog.

### 9.73 Consigned Breastpump Dispositions

The Consigned Breastpump Dispositions dialog allows the user to define and maintain consigned breastpump dispositions. It is invoked when the user selects the Consigned Breastpump Dispositions list item from the Reference Utility dialog.

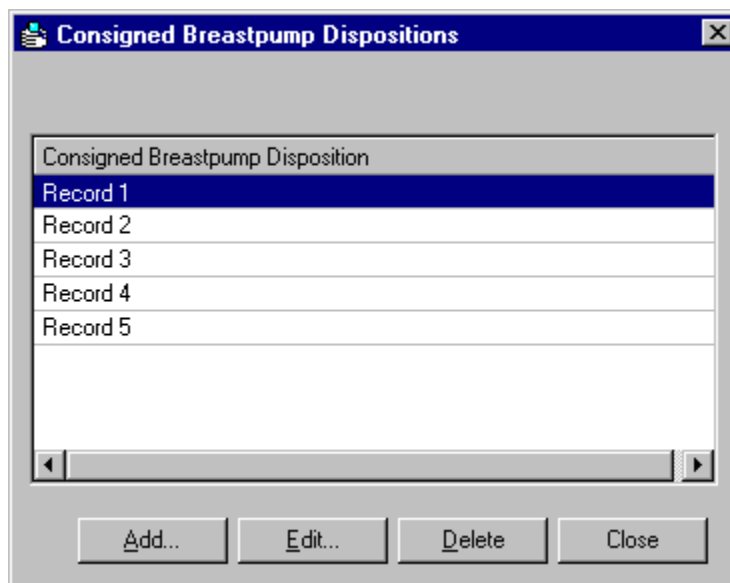


Figure 118 – Consigned Breastpump Dispositions Dialog

#### 9.73.1 Controls

This section describes the behavior of the controls on the dialog.

##### 9.73.1.1 Consigned Breastpump Dispositions Data Grid

The control allows the user to view the existing consigned breastpump dispositions. It includes the following columns:

- Consigned Breastpump Disposition

An entry is added to the data grid for each existing consigned breastpump disposition. The entries in the data grid are sorted in descending order according to the values of the Consigned Breastpump Disposition column. The values on the data grid are read-only.

##### 9.73.1.2 Add Button

The control allows the user to add a consigned breastpump disposition. It is enabled when the dialog is active. The mnemonic for the button is "A".

##### 9.73.1.3 Edit Button

The control allows the user to edit a consigned breastpump disposition. It is enabled when an entry is selected on the Consigned Breastpump Dispositions data grid. The mnemonic for the button is "E".

#### *9.73.1.4 Delete Button*

The control allows the user to delete a consigned breastpump disposition. It is enabled when an entry is selected on the Consigned Breastpump Dispositions data grid. The mnemonic for the button is "D".

#### *9.73.1.5 Close Button*

The Close button is enabled when the dialog is active. Characteristics for the Close button are defined in the [Consistencies](#) chapter.

### **9.73.2 Processing**

This section describes the processes (navigation) that take place as a result of actions taken on the dialog.

#### *9.73.2.1 Edit for Required Entry in Controls*

There are no updateable controls on the dialog; therefore, there are no required controls.

#### *9.73.2.2 Edit for Legitimate Values in Controls*

There are no updateable controls on the dialog; therefore, these edits are not applicable.

#### *9.73.2.3 Perform Cross-Edits for Values in Controls*

There are no updateable controls on the dialog; therefore, these edits are not applicable.

#### *9.73.2.4 Save Values*

There are no updateable controls on the dialog; therefore, no data is written to the database.

#### *9.73.2.5 Add Consigned Breastpump Disposition*

Upon selection of the Add button, the system invokes the Update Consigned Breastpump Disposition dialog in Add mode.

#### *9.73.2.6 Edit Consigned Breastpump Disposition*

Upon selection of the Edit button, the system invokes the Update Consigned Breastpump Disposition dialog in Edit mode.

#### ***9.73.2.7 Delete Consigned Breastpump Disposition***

Upon selection of the Delete button, the system invokes a standard warning message with the text "Do you want to delete this consigned breastpump disposition?" Yes and No are the options available. If the user selects Yes, the system deletes the consigned breastpump disposition from the database and the contents of the Consigned Breastpump Dispositions data grid are updated. If the user selects No, the system returns to the Consigned Breastpump Dispositions dialog.

## 9.74 Update Consigned Breastpump Disposition

The Update Consigned Breastpump Disposition dialog allows the user to add or update consigned breastpump dispositions. It is invoked in response to the following user actions:

- Selection of the Add button on the Consigned Breastpump Dispositions dialog.
- Selection of the Edit button on the Consigned Breastpump Dispositions dialog.

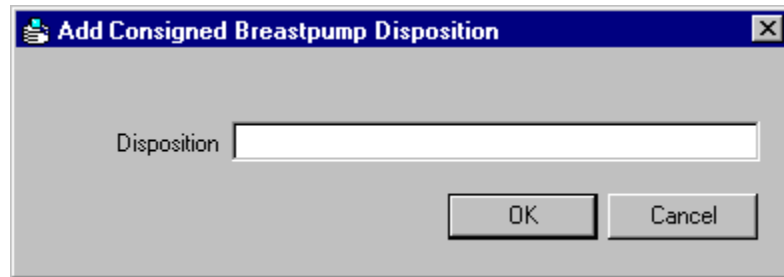


Figure 119 – Add Consigned Breastpump Disposition Dialog

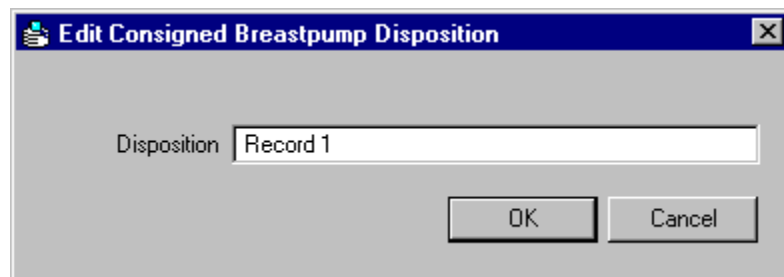


Figure 120 – Edit Consigned Breastpump Disposition Dialog

### 9.74.1 Controls

This section describes the behavior of the controls on the dialog.

#### 9.74.1.1 Disposition Text Box

The control accepts the name of the consigned breastpump disposition. It is enabled when the dialog is active. It allows a maximum length of thirty (30) character(s) for the value. If the dialog is in Add mode, the control is initially blank (cleared). If the dialog is in Edit mode, the control is initially populated with the value stored in the database.

#### 9.74.1.2 OK Button

The OK button is enabled when the dialog is active (See the Processing section below). Characteristics for the OK button are defined in the [Consistencies](#) chapter.



### *9.74.1.3 Cancel Button*

The Cancel button is enabled when the dialog is active. Characteristics for the Cancel button are defined in the [Consistencies](#) chapter.

## **9.74.2 Processing**

This section describes the processes (navigation) that take place as a result of actions taken on the dialog.

### *9.74.2.1 Edit for Required Entry in Controls*

Upon selection of the OK button, the system checks that an entry is made in the following control:

- Disposition text box

If an entry is not made in the above-listed control, the system invokes a standard error message with the text "An entry is required for the {control label}".

### *9.74.2.2 Edit for Legitimate Values in Controls*

Upon successful completion of the required entry edits, the system checks that the values entered into the controls are considered legitimate as follows:

- If the dialog is in Add mode, the value of the Disposition text box must not equal the name of a consigned breastpump disposition that already exists in the database.
- If the dialog is in Edit mode, the value of the Disposition text box must not be changed to equal the name of another consigned breastpump disposition that already exists in the database.

### *9.74.2.3 Perform Cross-Edits for Values Entered In Controls*

There is only one control on the dialog; therefore, these edits are not applicable.

### *9.74.2.4 Save Values and Return*

Upon successful completion of the above-listed edits, the system saves the values on the dialog to the database and return to the Consigned Breastpump Dispositions dialog. If the Update Consigned Breastpump Disposition dialog is in Add mode, an entry is added to the Consigned Breastpump Dispositions data grid with the values on the dialog. If the Update Consigned Breastpump Disposition dialog was in Edit mode, the selected entry is updated on the Consigned Breastpump Dispositions data grid with the values on the dialog.

## 9.75 Maximum Monthly Allowance Exceptions Dialog

The Maximum Monthly Allowance Exceptions dialog displays all the base food category/WIC status combinations for which a maximum monthly allowance exception exists in the reference database. It is invoked in response to the following user actions:

- Selection of the Maximum Allowance Exceptions list item on the Reference Utility window defined in this document.

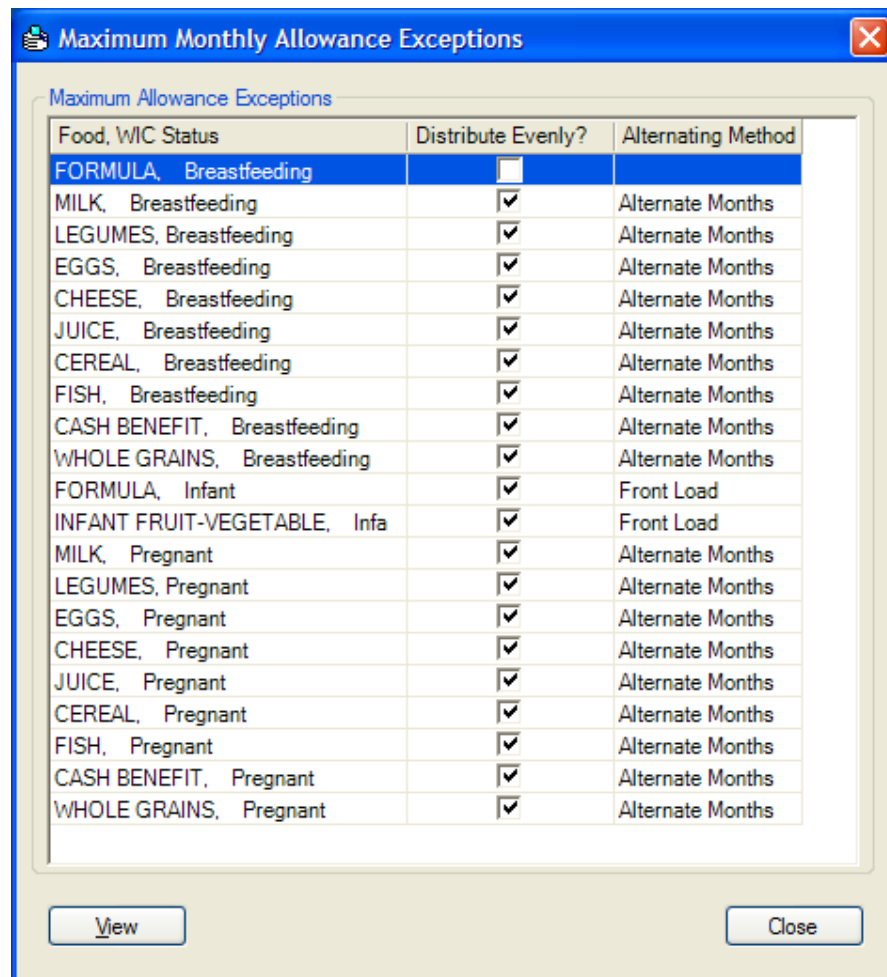


Figure 121 – Maximum Monthly Allowance Exceptions Dialog

### 9.75.1 Controls

This section describes the behavior of the controls on the dialog.

#### 9.75.1.1 Maximum Monthly Allowance Exceptions Data Grid

The control allows the user to view all maximum monthly allowance exceptions. It is enabled when the dialog is active. It includes the following columns:

- Food, WIC Status

- Distribute Evenly
- Alternating Method

An entry is added to the data grid for each maximum monthly allowance exception record in the reference database. The records are initially grouped and ordered by the WIC Status value. The values in the data grid are read-only. The user may select a single entry in the data grid.

#### *9.75.1.2 View Button*

The control allows the user to view the details of a maximum monthly allowance exception selected in the Maximum Monthly Allowance Exceptions data grid. It is enabled when a maximum monthly allowance exception record is highlighted. The button has no mnemonic.

#### *9.75.1.3 Close Button*

The Close button is enabled when the dialog is active. Characteristics for the Close button are defined in the [Consistencies](#) chapter.

### **9.75.2 Processing**

This section describes the processes (navigation) that take place as a result of actions taken on the Facility List dialog.

#### *9.75.2.1 View Maximum Monthly Allowance Exception*

Upon selection of the View button, the system allows the user to view the maximum monthly allowance exception record selected in the Maximum Monthly Allowance Exceptions data grid by invoking the Maximum Monthly Allowance Exception dialog defined in this document.

## 9.76 Maximum Monthly Allowance Exception Dialog

The Maximum Monthly Allowance Exception dialog allows the user to view the values for maximum monthly allowance exceptions of base food category/WIC status combinations. It is invoked in response to the following user actions:

- Selection of the View button on the Maximum Monthly Allowance Exceptions dialog defined in this document

FORMULA, Infant	0 months to 1 month	2 months to 3 months	4 months to 5 months	6 months to 1 year
Partially BF <= Max	104.00	364.00	442.00	312.00
Fully Formula Fed	806.00	806.00	884.00	624.00
Partially BF > Max	104.00	364.00	442.00	312.00

Figure 122 – Maximum Monthly Allowance Exception Dialog

### 9.76.1 Controls

This section describes the behavior of the controls on the Reference Dictionary dialog.

#### 9.76.1.1 Distribute Evenly check box

The control indicates whether items in the food category are distributed evenly among food instruments or distributed by age status and breastfeeding amount when food instruments are generated for a WIC participant. The control is disabled when the dialog is active.

### ***9.76.1.2 Allocate Excess Method radio button group***

The radio button group indicates how remaining items in the base food category are distributed after the majority of items have been distributed evenly among food instruments. The radio button group is disabled when the dialog is active. The following radio buttons are included in the group:

#### ***9.76.1.2.1 Front Load radio button***

The radio button indicates that items in the food category that remain after items have been distributed evenly among food instruments will be distributed one at a time to each food instrument starting with the first and continuing until no items remain. The radio button is disabled when the dialog is active.

#### ***9.76.1.2.2 Alternate Months radio button***

The radio button indicates that items in the food category that remain after items have been distributed evenly among food instruments will be distributed one at a time to alternating food instruments starting with the second month and continuing until no items remain. If items remain after the first pass, a second pass will be made starting with the first month and continuing until no items remain. The radio button is disabled when the dialog is active.

### ***9.76.1.3 Allowance Exceptions Data Grid***

This data grid allows the user to view the maximum amounts for the base food category based on the breastfeeding amounts and the age category within the WIC category. The control heading, in blue at the top of the data grid, displays the base food category and WIC category.

The control has two axes: the Maximum Amount Categories are displayed down the left edge of the data grid on the horizontal axis, and the Age Categories are displayed across the top of the data grid on the vertical axis. The maximum values are displayed at the intersection of each row and column.

The control is disabled when the dialog is active. The values in the data grid are read-only.

#### ***9.76.1.4 Close Button***

The Close button is enabled when the dialog is active. Characteristics for the Close button are defined in the [Consistencies](#) chapter.

## **9.76.2 Processing**

This section describes the processes (navigation) that take place as a result of actions taken on the Reference Dictionary dialog. This dialog is for the viewing of data only and does not require any processing.

## 9.77 UPC List

The UPC List dialog allows the user to manage all UPC records in the Reference Database. It is invoked in response to the following user actions:

- Selection of the UPCs list item on the Reference Utility window defined in this document.

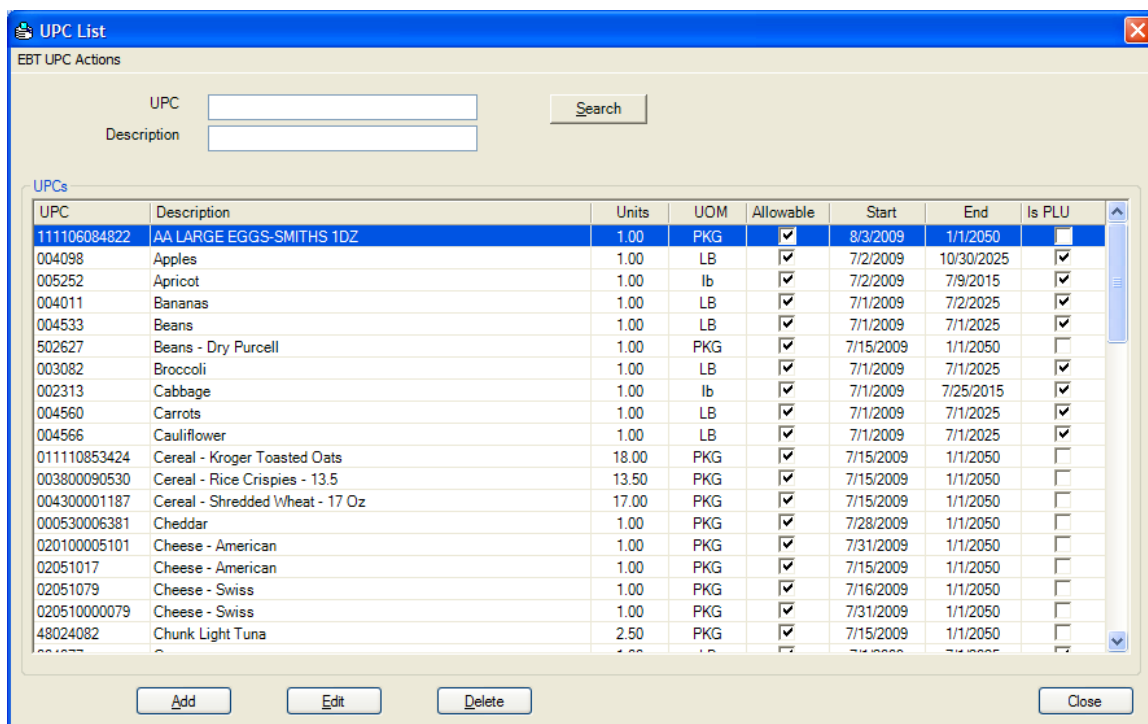


Figure 123 – UPC List Dialog

### 9.77.1 Menu Bar

The menu bar displays the menus for the UPC List dialog. It is enabled when the UPC List dialog is active.

#### 9.77.1.1 EBT UPC Actions Menu

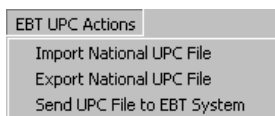


Figure 124 – EBT UPC Actions menu

The menu contains menu items that allow the user to import and export National UPC database files. It is enabled when the menu bar is active. The menu has no mnemonic.

#### 9.77.1.1.1 Import National UPC File Menu Item

The menu item allows the user to import a National UPC database file. It is enabled when the menu is active. The menu option has no mnemonic.

##### *9.77.1.1.1.1 Processing*

Upon selection of the Import National UPC File menu item, the system invokes the National UPC Import dialog described in section 9.79 of this document.

#### 9.77.1.1.2 Export National UPC File Menu Item

The menu item allows the user to export a National UPC database file. It is enabled when the menu is active. The menu option has no mnemonic.

##### *9.77.1.1.2.1 Processing*

Upon selection of the Export National UPC File menu item, the system invokes a standard Windows Save File As dialog through which a National UPC database file can be exported. The name and path of a National UPC database file selected in this way is displayed in the File Name text box on the standard Windows Save As dialog. When the user clicks the OK command button on the standard Windows Save As dialog, the National UPC File is exported to the path and file name specified. Once the file is exported successfully, a message displays with the text: "National UPC file successfully exported to: {Path and File Name}." Clicking OK on the message returns the user to the UPC List dialog.

#### 9.77.1.1.3 Send UPC File to EBT System Menu Item

The menu item allows the user to create a Category/Sub-category file and an Authorized Product List (APL) file and send them to the J.P. Morgan (JPM) Electronic Benefits Transfer (EBT) system. It is enabled when the menu is active. The menu option has no mnemonic.

##### *9.77.1.1.3.1 Processing*

Upon selection of the Send UPC File to EBT System menu item, the system invokes a standard confirmation dialog displaying the following text: "Send the Cat/Sub-cat and UPC files to the EBT system now?" A "Yes" and a "No" button are displayed.

- If the user selects "Yes", the system starts the processes of creating the Category/Sub-category file and the Authorized Product List (APL) file. When the files are created, the system transmits the files to the JPM EBT system. (For more information about the creation or transmission of the Category/Sub-category and APL files, refer to End of Day Processes, Chapter 3 of the Application Administration DFDD.) If the files are transmitted successfully, a message displays with the text: "The UPC file transmitted successfully. The Cat/Subcat file transmitted successfully." If the files are not transmitted successfully, a message displays with the text: "The UPC file was not transmitted successfully. The Cat/Subcat file was not transmitted successfully." Clicking the OK button on either message returns the user to the UPC List dialog.
- If the user selects "No", the system returns to the UPC List dialog without transmitting files.

### 9.77.2 Controls

This section describes the behavior of the controls on the dialog.

#### 9.77.2.1 *UPC Text Box*

The control allows the user to enter a full or partial UPC code for the search filter criteria. It is enabled when the dialog is active. It allows the entry of numeric characters. It allows a maximum length of twenty (20) digits. It is initially blank.

#### 9.77.2.2 *Description (UPC) Text Box*

The control allows the user to enter a full or partial UPC description for the search filter criteria. It is enabled when the dialog is active. It allows the entry of alphabetic, numeric, and all special characters. It allows a maximum length of forty (40) character(s) for the value. It is initially blank.

#### 9.77.2.3 *Search Button*

The control allows the user to apply the filter criteria. The UPCs data grid is populated with a subset of the UPC records in the Reference Database that match the specified filter criteria. The Search button is enabled when the UPC List dialog is active. The mnemonic for the button is "S".

#### 9.77.2.4 *UPCs Data Grid*

The control allows the user to view all UPC records. It is enabled when the UPC List dialog is active. It includes the following columns:

- UPC Code (UPC)
- UPC Description (Description)



- UPC Package Size Units (Units)
- UPC Unit Of Measure Code (UOM)
- UPC Allowed (Allowable)
- UPC Start Date (Start)
- UPC End Date (End)
- UPC IsPLU (IsPLU), a Boolean value indicating whether the listed item is a PLU.

An row for each UPC record is displayed in the data grid. The records are initially ordered by the value in the Description column. The user may select a single row in the data grid. The values in the data grid are read-only. The control can be resorted by any column.

#### ***9.77.2.5 Add Button***

The control allows the user to add a new UPC record to the Reference Database. It is enabled when the UPC List dialog is active. The mnemonic for the button is "A".

#### ***9.77.2.6 Edit Button***

The control allows the user to edit a UPC record selected in the UPCs data grid. It is enabled when a UPC record is selected in the UPCs data grid. The mnemonic for the button is "E".

#### ***9.77.2.7 Delete Button***

The control allows the user to delete a UPC record selected in the UPCs data grid. It is enabled when a UPC record is selected in the UPCs data grid. The mnemonic for the button is "D".

#### ***9.77.2.8 Close Button***

The Close button is enabled when the UPC List dialog is active. Characteristics for the Close button are defined in the [Consistencies](#) chapter.

### **9.77.3 Processing**

This section describes the processes (navigation) that take place as a result of actions taken on the UPC List dialog.

#### ***9.77.3.1 Add UPC***

Upon selection of the Add button, the system invokes the Add UPC dialog defined in this document.

#### ***9.77.3.2 Edit UPC***

Upon selection of the Edit button, the system allows the user to edit the UPC record selected in the UPCs data grid by invoking the Edit UPC dialog defined in this document.

#### *9.77.3.3 Delete UPC*

Upon selection of the Delete button, the system invokes a standard warning message with the text "Are you sure you want to delete the selected record?" The options "Yes" and "No" are available. If the user selects "Yes", the system deletes the selected UPC record. The content of the UPCs data grid is refreshed. If the user selects "No", the system returns to the UPC List dialog without deleting the UPC.

UPC Deletions are restricted by referential integrity inside the database. If the UPC has been surveyed for price by a vendor, it cannot be deleted and the following message displays: "This UPC has been surveyed and cannot be deleted." If the UPC has been associated with a Food Distribution Item, it cannot be deleted and the following message displays: "This UPC has links to other food tables and cannot be deleted."

**NOTE:** In most cases, UPCs should not be deleted or their descriptions dramatically altered. Instead, the UPC Allowed indicator should be set to "N" or the UPC expiration date should be set to the current date. Dramatically altering the description of a UPC could invalidate the information that exists in the database.

#### *9.77.3.4 Search for UPCs*

Upon selection of the Search button, the system searches for UPC items that match the search criteria. An entry in one of the search text boxes is required to perform a search.

### 9.78 Update UPC Dialog

The Update UPC dialog accepts the information for a UPC. It is invoked in response to the following user actions:

- Selection of the Add button on the UPC List dialog, which is defined in this document, invokes the Update UPC Dialog in Add mode.
- Selection of the Edit button when a UPC record is selected in the UPCs data grid on the UPC List dialog, which is defined in this document, invokes the Update UPC Dialog in Edit mode.

The screenshot shows a Windows-style dialog box titled "Add UPC". It contains the following fields and controls:

- UPC: Text box containing "300873101447"
- Description of UPC: Text box containing "Prosobee Powder 14.3 oz"
- Unit of Measure: Text box containing "CAN"
- Package Size: Text box containing "1.00"
- Quantity: Text box containing "1.00"
- Is a PLU: Check box, currently unchecked
- Is Allowable in WIC: Check box, currently checked
- Start Date: Date picker showing "4/1/2007"
- End Date: Date picker showing "12/31/2050"
- Food Distribution Item: Dropdown menu showing "SIMILAC WITH IRON 8 OZ RTF CAN(S)"
- Buttons: "OK" and "Cancel" at the bottom right.

Figure 125 – Add UPC Dialog

The screenshot shows the 'Edit UPC' dialog box. The title bar is blue with the text 'Edit UPC' and a close button. The main area is light yellow. The fields are as follows:

Field	Value
UPC	075355112449
Description of UPC	CRANBERRY BLEND-OLD ORCHARD 12OZ
Unit of Measure	CAN
Package Size	1.00
Quantity	1.00
Is a PLU	<input type="checkbox"/>
Is Allowable in WIC	<input checked="" type="checkbox"/>
Start Date	1/1/2007
End Date	1/1/2050
Food Distribution Item	12 OZ FROZEN CONC. OR 11.5 OZ POURABLE CONC.

At the bottom right are 'OK' and 'Cancel' buttons.

Figure 126 – Edit UPC Dialog

### 9.78.1 Controls

This section describes the behavior of the controls on the Update UPC dialog.

#### 9.78.1.1 UPC Text Box

The control accepts the UPC code for the UPC item. It is enabled when the dialog is in Add Mode. It allows the entry of numeric characters. It allows a maximum length of twenty (20) character(s) for the value. If the dialog is in Add mode, the control is initially blank (cleared). If the dialog is in Edit mode, the control is initially populated with the value stored in the database.

#### 9.78.1.2 Description of UPC Text Box

The control accepts the description of the UPC item. It is enabled when the dialog is active. It allows the entry of alphabetic and numeric characters. It allows a maximum length of forty (40) character(s) for the value. If the dialog is in Add mode, the control is initially blank (cleared). If the dialog is in Edit mode, the control is initially populated with the value stored in the database.

#### ***9.78.1.3 Unit of Measure Text Box***

The control accepts the unit of measure for the UPC item. It is enabled when the dialog is active. It allows the entry of alphabetic characters. It allows a maximum length of six (6) character(s) for the value. If the dialog is in Add mode, the control is initially blank (cleared). If the dialog is in Edit mode, the control is initially populated with the value stored in the database.

#### ***9.78.1.4 Package Size Text Box***

The control accepts the package size (the number of authorized food item benefits units) for the UPC item. It is enabled when the dialog is active. It allows the entry of numeric characters. The mask for the box is "#####.###". If the dialog is in Add mode, the control is initially blank (cleared). If the dialog is in Edit mode, the control is initially populated with the value stored in the database.

#### ***9.78.1.5 Quantity Text Box***

The control accepts the number of subcategory units for the UPC item. It is enabled when the dialog is active. It allows the entry of numeric characters. The mask for the box is "#####.###". If the dialog is in Add mode, the control is initially blank (cleared). If the dialog is in Edit mode, the control is initially populated with the value stored in the database.

#### ***9.78.1.6 Is PLU Check Box***

The control allows the user to indicate whether the UPC code is a PLU (Price Look-Up Code) used for fresh fruits and vegetables. It is enabled when the dialog is active. If the dialog is in Add mode, the control is initially blank (cleared). If the dialog is in Edit mode, the control is initially populated with the value stored in the database.

#### ***9.78.1.7 Is Allowable in WIC Check Box***

The control allows the user to indicate whether the UPC item is allowed or authorized in your State. It is enabled when the dialog is active. If the dialog is in Add mode, the control is initially blank (cleared). If the dialog is in Edit mode, the control is initially populated with the value stored in the database.

#### ***9.78.1.8 Start Date Calendar Date Control***

The control allows the user to select the date on which the UPC item becomes available for the redemption. The date control is enabled when the dialog is active. If the dialog is in Add mode, the control is initially blank (cleared). If the dialog is in Edit mode, the control is initially populated with the value stored in the database.

#### ***9.78.1.9 End Date Calendar Date Control***

The control allows the user to select the last date the UPC item is available for the redemption. The date control is enabled when the dialog is active. If the dialog is in Add mode, the control is initially blank (cleared). If the dialog is in Edit mode, the control is initially populated with the value stored in the database.

#### ***9.78.1.10 Food Distribution Item Drop Down Control***

The control allows the user to select the Food Distribution Item that is associated with this UPC item. Food Distribution Items are generalized groupings of UPCs and this selection serves to group the UPC with other like products. It is enabled when the dialog is active. If the dialog is in Add mode, the control is initially blank (cleared). If the dialog is in Edit mode, the control is initially populated with the value stored in the database.

#### ***9.78.1.11 OK Button***

The OK button is enabled when the dialog is active (See the Processing section below). Characteristics for the OK button are defined in the [Consistencies](#) chapter.

#### ***9.78.1.12 Cancel Button***

The Cancel button allows the user to dismiss the dialog without saving any of the data. It is enabled when the dialog is active. Characteristics of the Cancel button are defined in the [Consistencies](#) chapter.

### **9.78.2 Processing**

This section describes the processes (navigation) that take place as a result of actions taken on the Update UPC dialog.

#### ***9.78.2.1 Edit for Required Entry in Controls***

Upon selection of the OK button, the system checks that an entry has been made in the following controls if they are enabled:

- UPC
- Description of UPC
- Unit of Measure
- Package Size
- Quantity

If an entry has not been made in one of the enabled controls, the system invokes a standard error message with the text: "An entry is required in the <Control Name>".

#### ***9.78.2.2 Edit for Legitimate Values in Controls***

If both the Start Date and End Dates are valued, the End Date cannot be prior to the Start Date. If it is, the system invokes a standard error message with the text: "End Date must be greater than or equal to the Start Date."

#### ***9.78.2.3 Perform Cross-Edits for Values Entered In Controls***

No controls on the dialog participate in cross-edits.

#### ***9.78.2.4 Cancel Button***

Upon selection of the Cancel button, the system dismisses the dialog without saving any changes and returns to the Reference Utility window.

#### ***9.78.2.5 Save Values***

Upon successful completion of the above-listed edits, the system saves the values on the dialog to the database. If the dialog is in Add mode, a record is added to the UPCs data grid using the values collected through the dialog. If the dialog is in Edit mode, the selected record is saved using the values collected through the dialog.

### **9.78.3 Data Map**

<b>Control Label</b>	<b>Table</b>	<b>Column</b>
UPC	EBTAuthorizedUpc	UpcCd
Description of UPC	EBTAuthorizedUpc	UpcDescription
Unit of Measure	EBTAuthorizedUpc	UnitOfMeasureCd
Package Size	EBTAuthorizedUpc	UpcPackageSizeUnits
Quantity	EBTAuthorizedUpc	Quantity
Is Allowable in WIC	EBTAuthorizedUpc	Allowable
Start Date	EBTAuthorizedUpc	StartDate
End Date	EBTAuthorizedUpc	EndDate
Is PLU	EBTAuthorizedUpc	PluIndicator
Food Distribution Item	EBTAuthorizedUpc	FoodDistributionItemID

## 9.79 National UPC Import

The National UPC Import dialog allows the user to import a National UPC database file. It is invoked when the user selects the National UPC Actions>Import National UPC File menu item on the UPC List dialog.

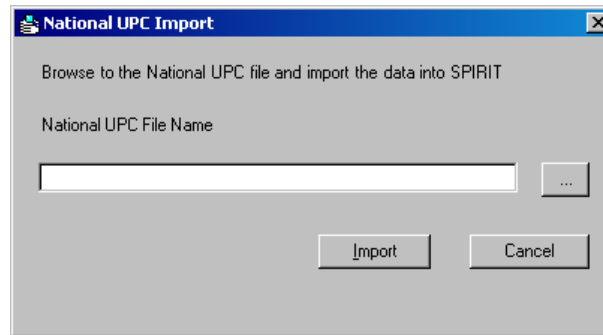


Figure 127 – National UPC Import Dialog

### 9.79.1 Controls

This section describes the behavior of the controls on the dialog.

#### 9.79.1.1 National UPC File Name Text Box

The control accepts the drive, path, and name of the National UPC database file to be imported. It is enabled when the dialog is active. It accepts entry of alphabetic, numeric, and all special characters. The text box is initially blank.

#### 9.79.1.2 Browse Button

The control allows the user to display a standard Windows Open dialog through which a National UPC database file can be located and selected. The name and path of a National UPC database file selected in this way is displayed in the National UPC File Name text box when the Open dialog is processed. The Browse button is enabled when the dialog is active. The button has no mnemonic.



Figure 128 – Browse Button

#### 9.79.1.3 Import Button

The control allows the user to import the National UPC database file specified in the National UPC File Name text box. It is enabled when the dialog is active.



#### 9.79.1.3.1 Result Text Label and Value

The text and value labels allow the user to view the result of the import process. The value label displays the number of added and updated UPCs and subcategories in the inverse color of the form.

#### 9.79.1.4 Cancel Button

The Cancel button is enabled when the dialog is active. Characteristics for the Cancel button are defined in the [Consistencies](#) chapter.

### 9.79.2 Processes

This section describes the processes (navigation) that take place as a result of actions taken on the dialog.

#### 9.79.2.1 Browse

Upon selection of the Browse button, a standard Windows Open dialog is displayed. The user locates a National UPC database file, selects it from a list, and clicks Open. Upon clicking the Open button, the Open dialog is closed and the National UPC File Name text box on the National UPC Import dialog is populated with the path and name of the selected file.

#### 9.79.2.2 Import

Upon selection of the Import button, the system processes the form and attempts to import the specified National UPC database file.

##### 9.79.2.2.1 Edit for Required Entry in Controls

The system checks that an entry is made in the National UPC File Name text box.

If an entry is not made in an above-listed control, the system invokes a standard error message with the text "An entry is required for the {control label}".

##### 9.79.2.2.2 Edit for Legitimate Values in Controls

Upon completion of the check for required entry in controls, the system checks that the path specified in the National UPC File Name text box is valid and that the file name specified exists.

##### 9.79.2.2.3 Perform Cross-Edits for Values Entered In Controls

No controls on the dialog participate in cross-edits.

##### 9.79.2.2.4 Validate Database File

Upon successful completion of the above-listed edits, the system validates the specified file. First, the file is parsed to determine whether it is in a valid format. The file shall be a text-based, fixed-field length file that contains ASCII characters only.

#### 9.79.2.2.5 Import Database File

Upon successful completion of the database file validation, the system extracts the information from the database file. The process requires two passes through the file.

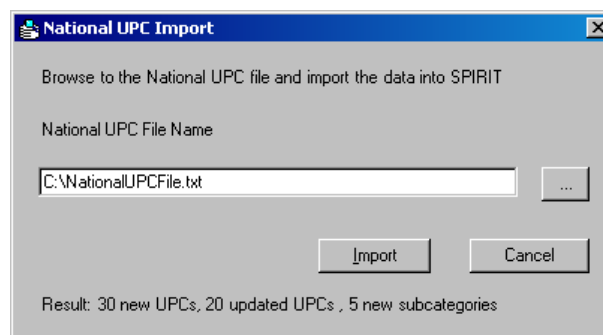
- The first pass extracts the Category and Subcategory information from the file, updates modified data, and inserts new records into the EbtFoodCatSubcategory table in the SPIRIT database.
- The second pass extracts UPC data and performs the update or insertion of data.

The automatic maintenance of the UPC information follows the process outlined below:

- All UPCs in the SPIRIT database are deactivated and the end date is set to today's date.
- As each UPC is read from the National UPC flat file a determination is made as to whether the UPC exists in the SPIRIT database.
  - If a UPC doesn't exist, a new UPC record is inserted into the SPIRIT database.
  - If a UPC does exist, the UPC's end date is updated with the value in the National UPC database file.

In this way, any UPC that has been deleted from the National UPC database will be deactivated in the SPIRIT database, because the end date of the UPC will be in the past.

Once the national UPC file is imported, the *National UPC Import* dialog displays the results of the import. The total number of new UPCs, the total number of updated UPCs, and the total number of newly added subcategories display at the bottom of the dialog.



**Figure 129 – National UPC Import dialog (post-import)**

### 9.80 National UPC File

The following tables contain the national UPC file layout definition. The National UPC Import function parses the file format, extracts the data, and adds it to the SPIRIT database.

#### UPC Header Record

Data Element Name	Format	Position	Notes
Record Identification Code	PIC X(2)	1-2	Value = "A1"
Record Sequence Number	PIC 9(6)	3-8	Value = "000001"
File Create Date	PIC 9(8)	9-16	CCYYMMDD
File Create Time	PIC 9(6)	17-22	Hhmmss
File Format Version	PIC 9(2)	23-24	Value = "04" X9.93:2007
File Name	PIC X(25)	36-60	Value = "UPC/PLU STORE FILE"
File Type	PIC X(8)	61-68	Values = "NEW"
File Sequence Number	PIC 9(4)	69-72	Value = "000001"
State Identifier	PIC X(2)	73-74	Value = "CN"
Receiving Institution Identification Code	PIC 9(11)	75-85	Not used

### UPC Detail Record

Data Element Name	Format	Position	Notes
Record Identification Code	PIC X(2)	1-2	Value = "D6"
Record Sequence Number	PIC 9(6)	3-8	Starting at "000001" and incrementing by one for each detail record
Message Type Identifier	PIC 9(4)	9-12	Value = "1344"
UPC/PLU	PIC 9(17)	13-29	Right Justified Zero Filled
Item Description	PIC X(50)	30-79	
Category Code	PIC 9(2)	80-81	Right Justified Zero Filled EBTFoodCatSubCategory = FOODCATEGORYCD
Category Description	PIC X(50)	82-131	Not Used EBTFoodCatSubCategory = FOODCATDESCRIPTION
Sub-category Code	PIC 9(3)	132-134	Right Justified Zero Filled EBTFoodCatSubCategory = FOODSUBCATEGORYCD
Sub-category Description	PIC X(50)	135-184	Not used EBTFoodCatSubCategory = FOODSUBCATDESCRIPTION
Sub-category Short Description	PIC X(24)	185-208	
Unit of Measure	PIC X(10)	209-219	Values need standardized: EBTFoodCatSubCategory = UNITOFMEASURECD
Package Size	PIC 9(3)V99	220-222	
Benefit Quantity	PIC 9(3)V99	223-226	
Benefit Unit	PIC X(50)	227-276	
Item Price	PIC 9(4)V99	277-280	
Price Type	PIC X(2)	281-282	
Card Acceptor Identification Code	PIC X(15)	283-297	
Date, Effective	PIC 9(8)	298-305	If no date is entered, effective upon receipt
Date, End	PIC 9(8)	306-313	
Purchase Indicator	PIC 9	314	Values either: "0" for Yes "1" for No

### UPC Trailer Record

Data Element Name	Format	Position	Notes
Record Identification Code	PIC X(2)	1-2	Value = "Z1"
Record Sequence Number	PIC 9(6)	3-8	Value of "000001" and incrementing by one for each detail record
File Create Date	PIC 9(8)	9-16	CCYYMMDD
File Create Time	PIC 9(6)	17-22	Hhmmss
File Format Version	PIC 9(2)	23-24	Value = "04" X9.93:2007
Counts, Records	PIC 9(7)	25-31	Total count of Records in the file
Count, Adds	PIC 9(7)	32-38	
Count, Changes	PIC 9(7)	39-45	
Count, Deletes	PIC 9(7)	46-52	
Count, Replacements	PIC 9(7)	53-59	



### 9.81 Adjunctive Income Eligibility Maintenance Dialog

The Adjunctive Income Eligibility Maintenance dialog allows the user to maintain existing adjunctive eligibility options and/or to add new adjunctive eligibility options used in the local WIC Program. It is modal and cannot be minimized, maximized, or resized.

Standard adjunctive eligibility options:

- Are federal programs that provide their participants with adjunctive income eligibility for participation in the WIC Program.
- Include the historical name of the program.
- Are set up at the time the system is converted for a client.

Additional adjunctive eligibility options:

- Are local programs that provide their participants with adjunctive income eligibility for participation in the WIC Program.
- Can be added at any time.

The dialog is invoked in response to the following user actions:

- Selection of the Adjunctive Income Eligibility list item in the Reference Utility window defined in this document.

Enter the Name to display for each adjunctive eligibility option; select For Individual Only if it applies to individual household members rather than the entire household; and select Active to make it available for your program. To add an additional option, select the empty row in the Additional Adjunctive Eligibility Options table, and complete the information.

Name	For Individual Only	Active
Food Stamps	<input type="checkbox"/>	<input checked="" type="checkbox"/>
TANF	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Medicaid	<input type="checkbox"/>	<input checked="" type="checkbox"/>
FDPPIR	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Name	For Individual Only	Active
Other	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

Delete

OK Cancel

Figure 130 – Adjunctive Income Eligibility Maintenance Dialog

## 9.81.1 Controls

This section describes the behavior of the controls on the dialog.

### 9.81.1.1 Procedural Instructions Text Label

The label displays procedural instructions describing how to complete the dialog. It displays the following text:

"Enter the Name to display for each adjunctive eligibility option; select For Individual Only if it applies to individual household members rather than the entire household; and select Active to make it available for your program. To add an additional option, select the empty row in the Additional Adjunctive Eligibility Options table, and complete the information."

### 9.81.1.2 Standard Adjunctive Eligibility Options Group Box

The group box includes controls associated with adjunctive income eligibility options for federal programs that provide their participants with adjunctive income eligibility for participation in the WIC program. It lists the following options in the indicated order:

- Food Stamps
- TANF
- Medicaid
- FDPIR

The group box includes the following controls for each option aligned in vertical columns from left to right:

- Historical Program Name Text Label
- Name Text Box
- For Individual Only Check Box
- Active Check Box

#### 9.81.1.2.1 Historical Program Name Text Label

The control displays the historical name of the federal program the adjunctive income eligibility option represents.

#### 9.81.1.2.2 Name Text Box

The control accepts the name of the adjunctive income eligibility option. It is enabled when the dialog is active if the option has not been associated with an income screening contact. It allows the entry of upper- and lower-case alphabetic characters and spaces. It allows a maximum length of twenty (20) character(s) for the value.

The Name value specified for the adjunctive income eligibility option is displayed in the Adjunctive Eligibility group box on the Income Calculator dialog of the Clinic module as the label for the Adjunctive Eligibility Option check box and Proof of Participation drop-down list when the option is active.



#### 9.81.1.2.3 For Individual Only Check Box

The control can be selected to make an option applicable to individual participants or cleared to make it applicable to entire households. It is enabled when the dialog is active if the option has not been associated with an income screening contact. (It is selected or cleared by default for each program as mandated by the federal government.)

If the check box is selected, selecting the adjunctive eligibility option check box on the Income Calculator dialog of the Clinic module gives adjunctive income eligibility in the WIC program to the participant for whom it is selected. If the check box is cleared, selecting the adjunctive eligibility option check box on the Income Calculator dialog of the Clinic module gives adjunctive income eligibility in the WIC program to all members of the participant's household.

**NOTE:** The Medicaid option is an exception to the rule. The option is selected as being For Individual Only by default, but if the household member to whom it is assigned has a WIC status of Pregnant or Infant, it is applied to everyone in the household.

#### 9.81.1.2.4 Active Check Box

The control can be selected to make the adjunctive income eligibility option active or cleared to make it inactive. It is enabled when the dialog is active.

Active options are displayed and enabled on the Income Calculator dialog of the Clinic module when the income screening contact node for the current day is selected in the Income Screening Contacts tree view (or if no node is selected at all). Inactive options are hidden unless they were selected as part of a previous income contact and that previous income screening contact node is selected in the Income Screening Contacts tree view, in which case the option is displayed but disabled.

### 9.81.1.3 Additional Adjunctive Eligibility Options Group Box

The group box includes controls associated with adjunctive income eligibility options for local programs that provide their participants with adjunctive income eligibility for participation in the WIC program. It includes the following controls:

- Additional Adjunctive Eligibility Options Display Grid

#### 9.81.1.3.1 Additional Adjunctive Eligibility Options Display Grid

The control provides the ability to add and maintain adjunctive income eligibility options for local programs. It is enabled when the dialog is active.

The rows of the data grid display defined options. The empty row (always the last row in the data grid) is unique and when completed, adds an adjunctive eligibility option. The first row is initially selected. The data grid includes the following columns:

- **Name** – The text entry cells in the column accept the names of the adjunctive income eligibility options. The text entry cell is enabled when the data grid is active if the adjunctive eligibility option represented in the row has not been associated with an income screening contact. It allows the entry of upper- and lower-case alphabetic characters and spaces. It allows a maximum length of twenty (20) character(s) for the value.

The Name value specified for the adjunctive income eligibility option is displayed in the Adjunctive Eligibility group box on the Income Calculator dialog of the Clinic module as the label for the Adjunctive Eligibility Option check box and Proof of Participation drop-down list when the option is active.

- **For Individual Only** – The check boxes in the column can be selected to make an option applicable to individual participants or cleared to make it applicable to entire households. The check box in a given row is enabled when the data grid is active if a valid name has been specified for the option and the option has not been associated with an income screening contact.

If the check box is selected, selecting the adjunctive eligibility option check box on the Income Calculator dialog of the Clinic module gives adjunctive income eligibility in the WIC program to the participant for whom it is selected. If the check box is cleared, selecting the adjunctive eligibility option check box on the Income Calculator dialog of the Clinic module gives adjunctive income eligibility in the WIC program to all members of the participant's household.

- **Active** – The check boxes in the column can be selected to make the option active or cleared to make it inactive. The check box in a given row is enabled when the data grid is active if a valid name has been specified for the option.

Active options are displayed and enabled on the Income Calculator dialog of the Clinic module when the income screening contact node for the current day is selected in the Income Screening Contacts tree view (or if no node is selected at all). Inactive options are hidden unless they were selected as part of a previous income contact and that previous income screening contact node is selected in the Income Screening Contacts tree view, in which case the option is displayed but disabled.

- **Delete** – The command buttons in the column can be activated to delete the option. The command button in a given row is enabled when the data grid is active if a valid name has been specified for the option and the option has not been associated with an income screening contact.

As previously mentioned, the empty row of the data grid is unique. It adds a new additional adjunctive income eligibility option to the grid when focus is removed from the row if a value has been provided in the Name column.

#### *9.81.1.4 OK Button*

The OK button is enabled when the dialog is active. Characteristics for the OK button are defined in the [Consistencies](#) chapter.

#### *9.81.1.5 Cancel Button*

The Cancel button is enabled when the dialog is active. Characteristics for the Cancel button are defined in the [Consistencies](#) chapter.

### **9.81.2 Processing**

This section describes the processes (navigation) that take place as a result of actions taken on the dialog.

#### *9.81.2.1 Initializing the Interface*

Upon initial presentation of the dialog:

- The title bar text will be set to “Adjunctive Income Eligibility Maintenance”.
- All controls display the values saved in the ADJUNCTIVEINCOMEELIGIBILITY table of the database.

#### *9.81.2.2 Exiting a Name Text Box*

If the dialog is canceled, the following edits are skipped; otherwise, they are completed when focus is removed from the text box:

- The name value cannot start or end with a space, nor can it contain consecutive spaces. Spaces are stripped from the beginning and end of the name value, and multiple spaces within the value are reduced to one space.
- No two adjunctive income eligibility options can have the same name. If the Name value entered duplicates an existing Name value, a standard error dialog titled, "Duplicate Adjunctive Eligibility Option Found," is invoked with the text, "The Name entered for the adjunctive eligibility option already exists. Please enter a different value." When the error dialog is dismissed, focus is returned to the Name text box.

- The Name value cannot be empty (NULL). If the Name value is empty, a standard error dialog titled, "Empty Value Found," is invoked with the text, "An entry is required for the Name of the adjunctive eligibility option." When the error dialog is dismissed, focus is returned to the Name text box.

**NOTE:** Standard error dialogs in the SPIRIT system display the warning icon pictured below.



#### *9.81.2.3 Exiting a Text Entry Field in the Additional Adjunctive Eligibility Options Data Grid*

If the Cancel button is activated or the Delete button is activated, the following edits are skipped; otherwise, they are completed when focus is removed from a text entry cell:

- The name value cannot start or end with a space, nor can it contain consecutive spaces. Spaces are stripped from the beginning and end of the name value, and multiple spaces within the value are reduced to one space.
- No two adjunctive income eligibility options can have the same name. If the Name value entered duplicates an existing Name value, a standard error dialog titled, "Duplicate Adjunctive Eligibility Option Found," is invoked with the text, "The Name entered for the adjunctive eligibility option already exists. Please enter a different value." When the error dialog is dismissed, focus is returned to the Name text box.
- The Name value cannot be empty (NULL). If the Name value is empty, a standard error dialog titled, "Empty Value Found," is invoked with the text, "An entry is required for the Name of the adjunctive eligibility option." When the error dialog is dismissed, focus is returned to the Name text box.

**NOTE:** Standard error dialogs in the SPIRIT system display the warning icon displayed below.



#### *9.81.2.4 Activating an Adjunctive Eligibility Option*

When an Active check box is selected, the following edit is completed:

- The maximum number of adjunctive income eligibility options that can be active is 25. If 25 adjunctive eligibility options are active, a standard error dialog titled, "Maximum Active Items Count Reached," is invoked with the text, "The number of active adjunctive eligibility options is limited to 25. Please contact the help desk for assistance." When the error dialog is dismissed, focus is returned to the Active check box, which is cleared.

#### 9.81.2.5 Deleting an Additional Adjunctive Eligibility Option

When the Delete button is activated, the following edit is completed:

- A standard confirmation dialog titled, "Delete Adjunctive Item," is invoked with the text, "Do you want to delete this additional adjunctive eligibility option." If the Yes button on the dialog is activated, the additional adjunctive eligibility option selected in the Additional Adjunctive Eligibility Options data grid is deleted. If the No button on the dialog is activated, the additional adjunctive eligibility option selected in the Additional Adjunctive Eligibility Options data grid is not deleted and focus is returned to the row.

**NOTE:** Standard confirmation dialogs in the SPIRIT system display the question mark icon pictured below.



#### 9.81.2.6 Saving Adjunctive Income Eligibility Records

When the OK button is activated, the following processes are started:

##### 9.81.2.6.1 Verify Required Information

A check is performed to ensure required information is provided:

- No values are required. (The Name text boxes and the Name cells of the Additional Adjunctive Eligibility Options data grid are the only controls that require an entry, and the Name cell is edited by the data grid itself when an attempt is made to remove focus from the cell.)

##### 9.81.2.6.2 Verify Legitimate Values

When the above-listed edits are completed successfully, a check is performed to ensure the information provided is legitimate:

- All values are considered legitimate. (Again, the Name cells of the Additional Adjunctive Eligibility Options data grid are the only controls that require a legitimate value, and the Name cell is edited by the data grid itself when an attempt is made to remove focus from the cell.)

##### 9.81.2.6.3 Perform Cross-edits

When the above-listed edits are completed successfully, a check is performed to ensure all cross-edits are met:

- No cross-edits are required.

##### 9.81.2.6.4 Save Adjunctive Income Eligibility Data

When the above-listed edits are completed successfully, and no errors are found:

- The information is saved to the database, the dialog is dismissed, and focus is returned to the Reference Utility window.



## 9.82 Grantees Dialog

The Grantees dialog allows the user to manage grantees and the grantee organizational structure. It is invoked in response to the following user actions:

- Selection of the Grantees list item in the Reference Utility window defined in section 9.1.2.1.20 of this document.



Figure 131 – Grantees Dialog

### 9.82.1 Controls

This section describes the behavior of the controls on the dialog.

#### 9.82.1.1 Grantees Display Grid

The control allows the user to view, add, edit, or delete grantees and their grantee organizational structure. The display grid contains a row for each grantee that currently exists within the application. The display grid consists of the following columns:

- Grantee

Clicking on the blank row at the bottom of the display grid accepts the name of a new grantee. When clicked, the row in the table will be enabled and allow data entry. It allows the entry of spaces, alphabetic characters, and the following special characters: { ' , - } It allows a maximum length of fifty (50) character(s) for the value. The user must click Save to save the new grantee information.



Clicking on a row for an existing grantee allows the user to edit the name of the grantee directly in the table. When clicked, the row in the table will be enabled and allow data updates. It allows the entry of spaces, alphabetic characters, and the following special characters: { ' , - }. It allows a maximum length of fifty (50) character(s) for the value. The user must click Save to save the updated grantee information.

#### ***9.82.1.2 Edit Button***

The control allows the user to edit the organizational structure for a grantee. It is enabled when a grantee is selected in the Grantees display grid. The mnemonic for the button is "E".

#### ***9.82.1.3 Delete Button***

The control allows the user to delete a grantee and its associated organizational structure. It is enabled when a grantee is selected in the Grantees display grid. The mnemonic for the button is "D".

#### ***9.82.1.4 Save Button***

The control allows the user to save information for a new grantee that has been added or an existing grantee that has been updated in the Grantees display grid. It is enabled when the dialog is active and a new grantee has been added or an existing grantee has been updated in the Grantees display grid.

#### ***9.82.1.5 Cancel Button***

The Cancel button is enabled when the dialog is active. Characteristics for the Cancel button are defined in the [Consistencies](#) chapter.

### **9.82.2 Processing**

This section describes the processes (navigation) that take place as a result of actions taken on the dialog.

#### ***9.82.2.1 Initializing the Interface***

Upon initial presentation of the dialog:

- The title bar text will be set to "Grantees – {GranteeName}" where GranteeName is the value specified by the [GranteeName](#) business rule.
- The Edit, Delete, and Save buttons will initially be disabled.
- The Grantees table will display a list of all grantee records that currently exist within the database.

#### ***9.82.2.2 Edit for Required Entry in Controls***

All values entered on the dialog are considered legitimate.

#### ***9.82.2.3 Edit for Legitimate Values in Controls***

Upon successful completion of the above-listed edits, the system checks that the values entered into the controls are considered legitimate as follows:

- The value entered in the Grantees display grid for the grantee name must not exceed fifty (50) characters. If an invalid grantee name is entered, the system invokes a standard error message with the text: "The name entered cannot exceed 50 characters."

#### ***9.82.2.4 Perform Cross-Edits for Values Entered In Controls***

There is only one control on the dialog; therefore, these edits are not applicable.

#### ***9.82.2.5 Save Values***

Upon successful completion of the above-listed edits, the system saves the values entered or updated in the Grantees display grid to the database. If a new grantee was successfully added to the Grantees display grid, a new blank row is added to the bottom of the Grantees display grid when Save is clicked.

#### ***9.82.2.6 Edit Grantee***

Upon selection of the Edit button when a grantee is selected in the Grantee display grid, the system invokes the Grantee dialog defined in section 9.83 of this document.

#### ***9.82.2.7 Delete Grantee***

Upon selection of the Delete button when a grantee is selected in the Grantee display grid, the system invokes a standard warning message with the text "Are you sure you want to delete {GranteeName}?" The options "Yes" and "No" are available. If the user selects "Yes", the system deletes the selected grantee record and its associated organizational structure. The content of the Grantees display grid is refreshed. If the user selects "No", the system returns to the Grantees dialog without deleting the selected grantee record.



### 9.83 Grantee Dialog

The Grantee dialog allows the user to define which agencies are organized within a grantee structure. It is invoked in response to the following user actions:

- Selection of the Edit button on Grantees dialog defined in this document.

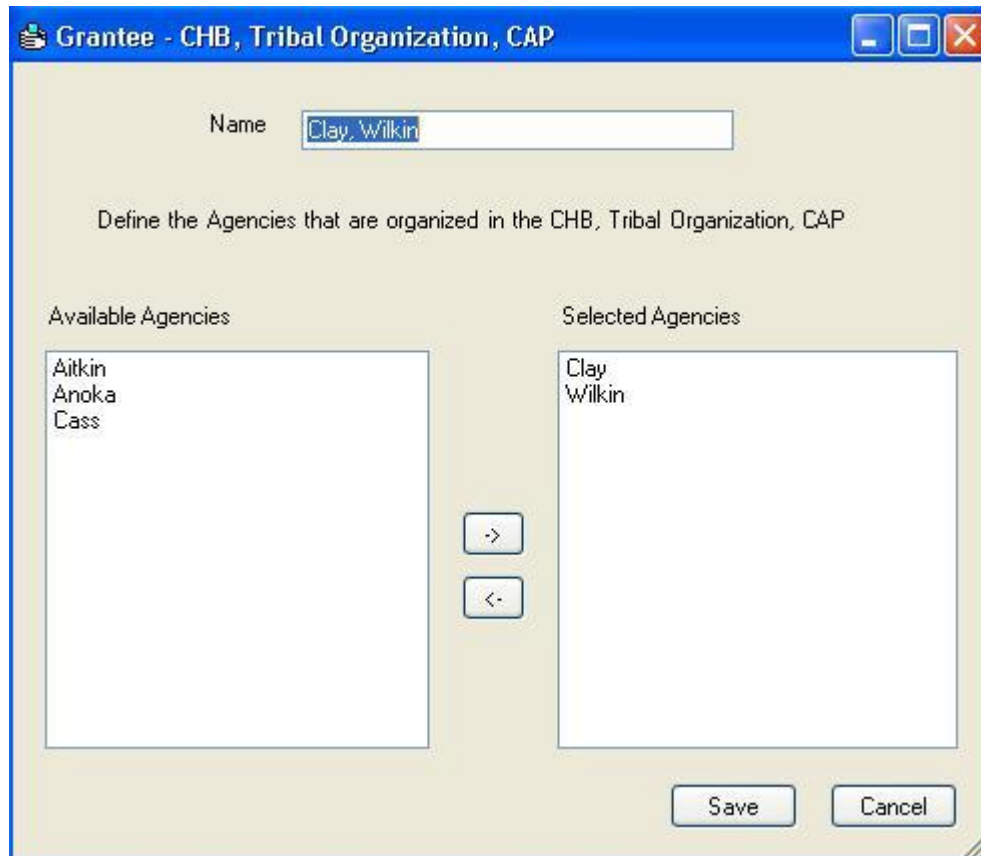


Figure 132 – Grantee Dialog

#### 9.83.1 Controls

This section describes the behavior of the controls on the dialog.

##### 9.83.1.1 Name Text Box

This control allows the user to enter the name of the grantee. The text box will be enabled when the dialog is active. It allows the entry of spaces, alphabetic characters, and the following special characters: { ' . , - } It allows a maximum length of fifty (50) character(s) for the value.

### ***9.83.1.2 Available Agencies List***

This control allows the user to view the agencies that are available for organization within the current grantee structure. The list is enabled when the dialog is active. It will display all agencies that currently exist within the database that have not already been added to the Selected Agencies list and that have not already been assigned to another grantee. Multiple selection is allowed.

### ***9.83.1.3 Add Button***



This control allows the user to move the agency currently selected in the Available Agencies list to the Selected Agencies list. The button will be enabled when the dialog is active and a selection is made in the Available list.

### ***9.83.1.4 Remove Button***



This control allows the user to move the agency currently selected in the Selected Agencies list to the Available Agencies list. The button will be enabled when the dialog is active and a selection is made in the Selected list.

### ***9.83.1.5 Selected Agencies List***

This control allows the user to view the agencies that have already been selected for organization within the current grantee structure. The list will be enabled when the dialog is active. It will display agencies previously selected for organization within the current grantee structure. Multiple selection is allowed.

### ***9.83.1.6 Save Button***

The control allows the user to save information that has been updated for the grantee. It is enabled when the dialog is active.

### ***9.83.1.7 Cancel Button***

The Cancel button is enabled when the dialog is active. Characteristics for the Cancel button are defined in the [Consistencies](#) chapter.

## **9.83.2 Processing**

This section describes the processes (navigation) that take place as a result of actions taken on the dialog.

### ***9.83.2.1 Initializing the Interface***

Upon initial presentation of the dialog:

- The title bar text will be set to “Grantee – {GranteeName}” where GranteeName is the value specified by the [GranteeName](#) business rule.
- The Name text box will be highlighted.
- The Select, Remove, and Save buttons will initially be disabled.
- The Available Agencies list will display all agencies that currently exist within the database, that have not already been added to the Selected Agencies list, and that have not already been assigned to another grantee.
- The Selected Agencies list will display previously saved values.

#### *9.83.2.2 Edit for Required Entry in Controls*

Upon selection of the Save button:

- If an entry is not made in the Name text box, the system will invoke a standard error message with the text “An entry is required for the {control label}”.
- If the Selected Agencies list is empty, the system will invoke a standard error message with the text “There must be at least one entry in the Selected Agencies list.”

#### *9.83.2.3 Edit for Legitimate Values in Controls*

Upon successful completion of the above-listed edits, the system checks that the values entered into the controls are considered legitimate as follows:

- The value entered in the Name text box must not exceed fifty (50) characters. If an invalid grantee name is entered, the system invokes a standard error message with the text: "The name entered cannot exceed 50 characters."

#### *9.83.2.4 Perform Cross-Edits for Values Entered In Controls*

These edits are not applicable.

#### *9.83.2.5 Add Agency to Selected Agencies List*

Upon selection of the Add button when an agency is selected in the Available Agencies list, the agency is added to the Selected Agencies list and removed from the Available Agencies list.

#### *9.83.2.6 Remove Agency from Selected Agencies List*

Upon selection of the Remove button when an agency is selected in the Selected Agencies list, the agency is added to the Available Agencies list and removed from the Selected Agencies list.

#### ***9.83.2.7 Save Values***

Upon successful completion of the above-listed edits, the system saves the values entered or updated in the Name text box and the Selected Agencies list to the database for the current grantee and returns the user to the Grantees dialog described in section 9.81.2.1 of this document.

## 9.84 Materials Given Dialog

The Materials Given dialog allows the user to manage the types of materials given to participants. It is invoked in response to the following user actions:

- Selection of the Materials Given list item in the Reference Utility window defined in section 9.1.2.1.24 of this document.

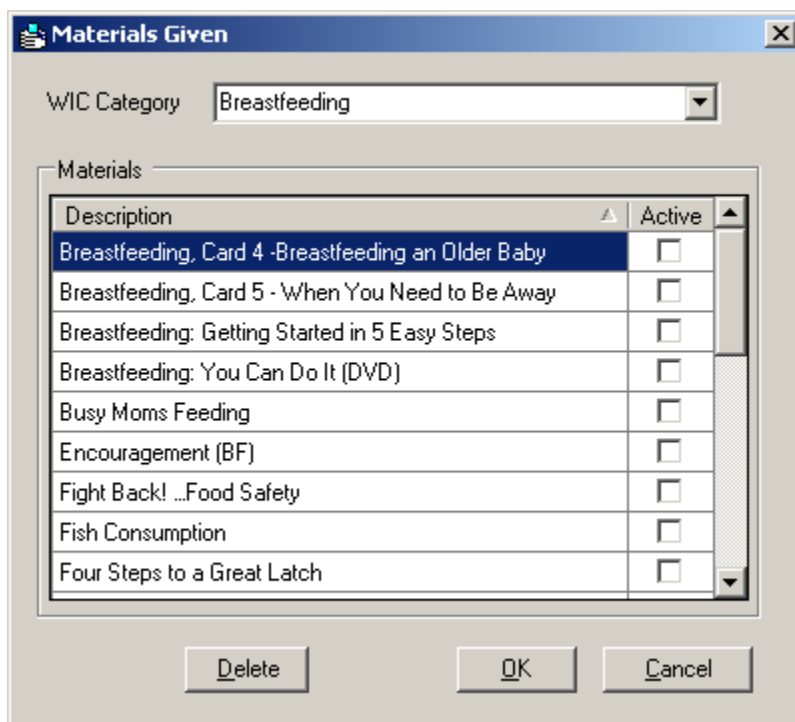


Figure 133 –Materials Given Dialog

### 9.84.1 Controls

This section describes the behavior of the controls on the dialog.

#### 9.84.1.1 WIC Category Drop-down List

This control allows the user to select the WIC category to filter the list of materials displayed in the Materials display grid. The drop-down list will be enabled when the dialog is active. The drop-down list will display a list of WIC Categories from the WICStatus table in alphabetic order. The default selection will be the first item in the list.

#### 9.84.1.2 Materials Display Grid

The control allows the user to view, add, or delete the types of materials given to participants, or to update the active status of an existing material. The display grid contains a row for each material that currently exists within the application and is associated with the WIC category currently selected in the WIC Category drop-down list. The grid will consist of the following columns:



- Description
- Active

Clicking on the blank row at the bottom of the display grid accepts the name of a new material. When clicked, the row in the table will be enabled and allow data entry. It allows the entry of spaces, alphabetic characters, and the following special characters: { ' , - }. It allows a maximum length of fifty (50) character(s) for the value. The user must click OK to save the new material information. When entering a new material, the check box in the Active column is disabled until a Description is entered.

Clicking on a row for an existing material allows the user to update the active status of the material only, unless the material is currently assigned. When clicked, the row in the table will be highlighted and the user can check or uncheck the Active check box selection. The Description cannot be updated. The user must click OK to save the updated material information.

#### ***9.84.1.3 Delete Button***

The control allows the user to delete the material currently selected in the Materials display grid. It is enabled when a material is selected in the Materials display grid. If a material that has already been assigned is selected in the Materials display grid, the button will be disabled. The mnemonic for the button is "D". The user must click OK to complete the deletion of the material.

#### ***9.84.1.4 OK Button***

The OK button is enabled when the dialog is active and a new material has been added or an existing material has been updated. Characteristics for the OK button are defined in the [Consistencies](#) chapter.

#### ***9.84.1.5 Cancel Button***

The Cancel button is enabled when the dialog is active. Characteristics for the Cancel button are defined in the [Consistencies](#) chapter.

### **9.84.2 Processing**

This section describes the processes (navigation) that take place as a result of actions taken on the dialog.

#### ***9.84.2.1 Initializing the Interface***

Upon initial presentation of the dialog:

- The title bar text will be set to "Materials Given".
- The Edit, Delete, and OK buttons will initially be disabled.
- The Materials display grid will display a list of all materials that have been recorded for the WIC category currently selected in the WIC Category drop-down list.

#### ***9.84.2.2 Edit for Required Entry in Controls***

All values entered on the dialog are considered legitimate.

#### ***9.84.2.3 Edit for Legitimate Values in Controls***

Upon successful completion of the above-listed edits, the system checks that the values entered into the controls are considered legitimate as follows:

- The Description value entered in the Materials display grid for the material name must not exceed fifty (50) characters. If an invalid material name is entered, the system invokes a standard error message with the text: "The name entered cannot exceed 50 characters."
- The Description value in the Materials display grid for the material name cannot be blank. If blank, a message displays with the following text: "Material Name must not be empty."

#### ***9.84.2.4 Perform Cross-Edits for Values Entered In Controls***

If a duplicate Description is entered when adding a new material to the Materials display grid for a specific WIC category, a message displays with the text: "Material Name entered already exists for this WIC Category. Please enter a different value."

#### ***9.84.2.5 Save Values***

Upon successful completion of the above-listed edits, the system saves the values entered or updated in the Materials display grid to the database when the OK button is selected. If a new record was successfully added to the Materials display grid, a new blank row is added to the bottom of the Materials display grid when the OK button is selected.

#### ***9.84.2.6 Delete Materials Given***

Upon selection of the Delete button when a material is selected in the Materials display grid, the selected record is marked for deletion. The user must select the OK button to complete the deletion process.

#### ***9.84.2.7 Cancel without Saving Changes***

If one or more materials have been modified or deleted and the Cancel button is selected before saving changes, a message will display with the text: "There are some pending updates. Click 'Yes' to view and confirm changes." The message will contain a Yes button and a No button. Upon selection of the Yes button, the system will invoke the Changes Summary dialog described in section 9.85. Upon selection of the No button, any changes that were made are discarded, the Materials Given dialog is closed, and the user is returned to the Reference Utility window.

## 9.85 Changes Summary Dialog

The Changes Summary dialog allows the user to view a list of the changes that have been made on the Materials Given dialog but have not yet been saved and save the changes as necessary. It is invoked in response to the following user actions:

- Selection of the Cancel button when changes have been made but not saved on the Materials Given dialog described in section 9.84 of this document.

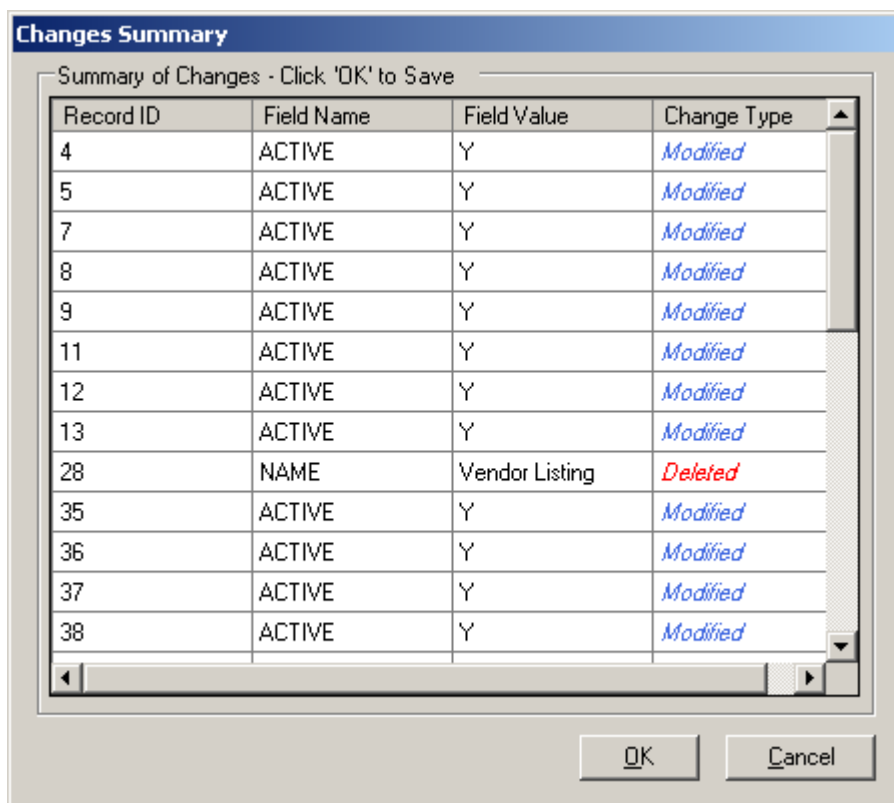


Figure 134 – Changes Summary Dialog

### 9.85.1 Controls

This section describes the behavior of the controls on the dialog.

#### 9.85.1.1 Summary of Changes Display Grid

The control allows the user to view a list of all changes that were made on the Materials given dialog but have not yet been saved. The display grid contains a row for each material that was either updated or deleted but unsaved on the Materials Given dialog. The grid will consist of the following columns:

- Record ID
- Field Name
- Field Value

- Change Type

#### *9.85.1.2 OK Button*

The OK button is enabled when the dialog is active. Characteristics for the OK button are defined in the [Consistencies](#) chapter.

#### *9.85.1.3 Cancel Button*

The Cancel button is enabled when the dialog is active. Characteristics for the Cancel button are defined in the [Consistencies](#) chapter.

### **9.85.2 Processing**

This section describes the processes (navigation) that take place as a result of actions taken on the dialog.

#### *9.85.2.1 Initializing the Interface*

Upon initial presentation of the dialog:

- The title bar text will be set to “Changes Summary”.
- The OK and Cancel buttons will initially be enabled.
- The Summary of Changes display grid will display a list of all records that have been updated or deleted but remain unsaved on the Materials Given dialog described in section 9.84 of this document.

#### *9.85.2.2 Edit for Required Entry in Controls*

There are no updatable controls on this dialog.

#### *9.85.2.3 Perform Cross-Edits for Values Entered In Controls*

None of the controls perform cross edits on this dialog.

#### *9.85.2.4 Save Values*

Upon selection of the OK button, the system will display a message with the text: “Would you like to save all changes listed?” The message will contain a Yes button and a No button. Upon selection of the Yes button, all changes listed in the Summary of Changes display grid are saved and the Reference Utility window is displayed. Upon selection of the No button, all changes listed in the Summary of Changes display grid are discarded and the Reference Utility window is displayed.

Upon selection of the OK button is selected, all of the updates displayed in the Summary of Changes display grid are saved to the database. Any records that were marked for deletion are removed from the database.

#### ***9.85.2.5 Cancel Changes***

Upon selection of the Cancel button, the system will display a message with the text: "Would you like to cancel all changes listed?" The message will contain a Yes button and a No button. Upon selection of the Yes button, all changes listed in the Summary of Changes display grid are discarded and the Reference Utility window is displayed. Upon selection of the No button, the Materials Given dialog is displayed.

## 9.86 EBT Notification Dialog

The EBT Notification dialog allows the user to manage the email addresses to EBT email notifications will be sent. It is invoked in response to the following user actions:

- Selection of the EBT Notification List list item in the Reference Utility window defined in section 9.1.2.1.11 of this document.

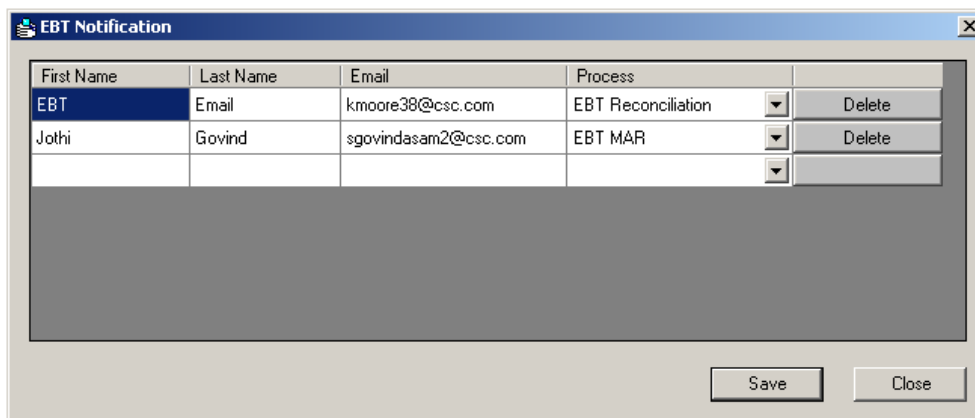


Figure 135 – EBT Notification Dialog

### 9.86.1 Controls

This section describes the behavior of the controls on the dialog.

#### 9.86.1.1 EBT Notifications Display Grid

The control allows the user to view, add, edit, or delete email notifications. The display grid contains a row for each email recipient of EBT notifications that currently exists within the application. The display grid consists of the following columns:

- First Name allows the user to view, enter, or update the first name of the email recipient.
- Last Name allows the user to view, enter, or update the last name of the email recipient.
- Email allows the user to view, enter, or update the email address of the email recipient.
- Process allows the user to view, select, or update the name of the EBT process for which email notifications are sent
- Delete allows the user to delete an email notification from the EBT Notifications display grid.

Clicking in a blank row and column at the bottom of the display grid enables the column and allows data entry. The user must click Save to save the new email recipient information.

Clicking in a row and column for an existing email recipient allows the user to update the information directly in the column of the display grid. The user must click Save to save the updated email recipient information.

### ***9.86.1.2 Save Button***

The control allows the user to save information for a new email recipient that has been added or an existing email recipient that has been updated in the EBT Notifications display grid. It is enabled when the dialog is active and a new email recipient has been added or an existing email recipient has been updated in the EBT Notifications display grid.

### ***9.86.1.3 Close Button***

The Close button is enabled when the dialog is active. Characteristics for the Close button are defined in the [Consistencies](#) chapter.

## **9.86.2 Processing**

This section describes the processes (navigation) that take place as a result of actions taken on the dialog.

### ***9.86.2.1 Initializing the Interface***

Upon initial presentation of the dialog:

- The title bar text will be set to “EBT Notification”.
- The EBT Notifications display grid will display a list of all email recipient records that currently exist within the database.
- The Delete button will be visible and enabled in the EBT Notifications display grid whenever email recipient records exist; otherwise, it will not be visible.
- The Save button will initially be disabled.

### ***9.86.2.2 Edit for Required Entry in Controls***

If an entry or selection is made in any of the columns of the EBT Notification display grid, then all columns must be populated with data. If an entry or selection is made in one of the columns and a column or row is not populated with data, a message displays with the following text: "{ColumnName} must not be empty."

### ***9.86.2.3 Edit for Legitimate Values in Controls***

No edits are performed.

### ***9.86.2.4 Perform Cross-Edits for Values Entered In Controls***

No cross-edits are performed.

### ***9.86.2.5 Save Values***

Upon successful completion of the above-listed edits, the system saves the values entered or updated in the EBT Notifications display grid to the database. If a new email recipient was successfully added to the EBT Notifications display grid, a new blank row is added to the bottom of the EBT Notifications display grid when Save is clicked.

#### ***9.86.2.6 Delete Email Recipient***

Upon selection of the Delete button for an email recipient in the EBT Notifications display grid, the system invokes a standard warning message with the text "Are you sure you want to delete {EmailRecipientName}?" The options "Yes" and "No" are available. If the user selects "Yes", the system deletes the selected email recipient record. The content of the EBT Notifications display grid is refreshed. If the user selects "No", the system returns to the EBT Notification dialog without deleting the selected email recipient record.